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Naval Education and Training Command

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Rate Training Manual

Mess Management Specialist 1 & C

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Although the words "he," "him," and "his" are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading *Mess Management Specialist 1 & C,* NAVEDTRA 10268-A

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Naval Education And Training Program Management Support Activity

MESS MANAGEMENT SPECIALIST 1 & C

NAVEDTRA 10268-A

1987 Edition Prepared by
MSCM William E Hamilton

PREFACE

This rate training manual (RTM), NAVEDTRA 10268-A and the corresponding nonresident career course (NRCC), NAVEDTRA 80268, present and define the scope of administrative and technical roles normally required of First Class and Chief Mess Management Specialists. The presentation of these management roles involves the following subject areas: the mission and functions of Mess Management Specialists within foodservice divisions and bachelor quarters; various regulations and instructions concerning the proper administrative control of Navy messes; effective control of foodservice records including procurement, storage, and inspection; preparation and rendering of accurate financial reports; proper nutritional and menu planning and analysis; effective and efficient management of bachelor quarters; and coordinating procedures for special feeding.

Designed for individual study and not formal classroom instruction, the RTM provides subject matter that relates directly to the occupational standards for the Mess Management Specialist rating. The NRCC provides a way of satisfying the requirements for completing the RTM. The set of assignments in the NRCC includes learning objectives and supporting items designed to lead the student through the RTM.

This RTM was prepared by the Naval Education and Training Program Management Support Activity, Pensacola, Florida, for the Chief of Naval Education and Training. Technical assistance was provided by the Navy Food Service Systems Office, Washington, D C.; Chief of Naval Technical Training, Millington, Tn.; and Navy Food Management Teams

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THE UNITED STATES NAVY

GUARDIAN OF OUR COUNTRY

The United States Navy is responsible for maintaining control of the sea and is a ready force on watch at home and overseas, capable of strong action to preserve the peace or of instant offensive action to win in war.

It is upon the maintenance of this control that our country's glorious future depends; the United States Navy exists to make it so.

WE SERVE WITH HONOR

Tradition, valor, and victory are the Navy's heritage from the past. To these may be added dedication, discipline, and vigilance as the watchwords of the present and the future.

At home or on distant stations we serve with pride, confident in the respect of our country, our shipmates, and our families.

Our responsibilities sober us, our adversities strengthen us.

Service to God and Country is our special privilege. We serve with honor.

THE FUTURE OF THE NAVY

The Navy will always employ new weapons, new techniques, and greater power to protect and defend the United States on the sea, under the sea, and in the air.

Now and in the future, control of the sea gives the United States her greatest advantage for the maintenance of peace and for victory in war.

Mobility, surprise, dispersal, and offensive power are the keynotes of the new Navy The roots of the Navy lie in a strong belief in the future, in continued dedication to our tasks, and in reflection on our heritage from the past.

Never have our opportunities and our responsibilities been greater.

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CHAPTER 1

MESS MANAGEMENT SPECIALIST

This Navy training manual and correspondence course have been prepared to assist you in meeting the professional qualifications for advancement to Mess Management Specialist first class and chief. This training manual and correspondence course are designed for use by members of both the regular Navy and Naval Reserve. The purpose of this chapter is to acquaint you with the opportunities and challenges available in the Mess Management Specialist rating. However, before we discuss these opportunities and challenges, we will briefly discuss the sources of the material and the scope of this training manual.

This training publication is based upon the occupational standards for the Mess Management Specialist contained in the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068-E. It is recommended that you study the first section of NAVPERS 18068-E to gain an understanding of the skills and knowledge required of a senior Mess Management Specialist The occupational standards are operating hand in hand with the naval standards for all Navy ratings Naval standards are defined as follows:

> Skills and knowledges, other than those defined by occupational standards, which are essential to the overall effectiveness of enlisted personnel in the performance of their duties. They encompass military requirements, maintenance of good order and discipline, and basic skills and knowledges, pertaining to the well-being of Navy personnel, which directly contribute to the mission of the Navy

These naval standards are military standards that express the minimum skills (which are not specifically rating-oriented) that are required of enlisted personnel. These are the areas and subjects, beyond their required technical skills, in which all petty officers should be knowledgeable. Naval standards are universal to all rates and ratings. Naval standards are discussed in the current editions of *Military Requirements for Petty Officer First Class*, NAVEDTRA 10046, *Military Requirements for Chief Petty Officer*, NAVEDTRA 10047, and *Military Requirements for Senior and Master Chief Petty Officer*, NAVEDTRA 10048.

MESS MANAGEMENT SPECIALIST RATING

This manual focuses on the manageria responsibility of the Mess Management Specialis at the supervisory level. In addition to the discussion of professional and leadership skills many ideas are presented to stimulate your think ing in regard to various approaches that may be taken to improve working conditions and to enable you, as a senior Mess Managemen Specialist, to maximize the potential of your subordinates

Your contribution to the Navy and the Mess Management Specialist rating will be enhanced by your mastery of the required professional and military skills. The extent of your contribution to the Navy will be determined by your willingnes and ability to accept increased responsibilities a you advance in rate As you advance in rate, you must also assume the responsibility for the professional and military work of others. To accomplish these goals, you must constantly striv to increase your abilities in the areas of militar leadership and technical knowledge through study, observation, and practical application Career planning or determining what your goal are is a must. Once you have done this, you can then seek the paths that will enable you to achiev your goals. As a supervisor, you should encourag your subordinates to plan their careers and urge them to establish career goals early in their career.

ADVANCEMENT OPPORTUNITIES AND CHALLENGES

In order to discuss the Mess Management Specialist advancement opportunities, an examination of the current career-manning-level requirements is necessary. This information can be partially gathered from the Career Reenlistment Objectives (CREO) listing.

Career Reenlistment Objectives

CREO is a personnel management system designed to provide current goals and directions for retention, conversion, and certain enlistment procurement programs. In other words, CREO is used to increase personnel manning in undermanned ratings. This is achieved by placing each rating in a CREO group, which is determined by the current career-manning percentages shown in figure 1-1. Presently, the Mess Management Specialist rating is in CREO group D. As a supervisor, you should discuss career opportunities with your subordinates. OPNAVINST 1160.4D contains advice as to what information should be discussed, as well as the current standing of each rate in the MS rating. Since this listing is revised periodically, the CREO listing should be consulted to ascertain the actual standing by paygrade before counseling your Mess Management Specialists.

Reenlistment Quality Control Program

The Reenlistment Quality Control Program operates in conjunction with the CREO listing. The Reenlistment Quality Control Program, OPNAVINST 1160.5, discusses this program. This program serves as a management tool. It establishes the terms of reenlistment for each rating by paygrade. The purpose of these two programs is to make it possible for the Navy to maintain enlisted manning levels at the proper strengths to enhance career planning. The effective management of these programs should promote an attractive advancement system for all Navy ratings.

As a supervisor, you should always be aware of the CREO group status of Mess Management Specialists. This information will enable you to intelligently discuss career opportunities with your people. For example, when discussing current career oportunities with prospective first-term reenlistees, you, along with each MS, can evaluate

Rating Category	Authorized Manning Levels	Explanation
A	Less than 80%	Extreme Stortage
B	Between 80-89%	Shortage
C	Between 90-100%	Stabilized
D	Between 101-110%	(1)
E	Excess of 110%	(2)

(1) Voluntary conversion to other ratings desired Commander Naval Military Personnel Command (NMPC-212) approval may be required for first-term reenlistment or extension to initial enlistment including extensions or active duty for reservists.

(2) Involuntary conversions to other ratings may be directed CHNAVPERS approval required for all first-term reenlistments, extensions, and continuations or active duty.

Figure 1-1.—Listing of CREO categories.

the relative merits of the STAR and SCORE Programs (MILPERSMAN, Articles 1060020 and 1060010, respectively). This same analysis can be applied to the GUARD III Program. GUARD III is only open to personnel in CREO group ratings A through C. The current quarterly copy of *Link* (Enlisted Personnel Distribution Bulletin, NAVPERS 15908) contains up-to-date information on the duty assignment opportunities open to Mess Management Specialists.

ADVANCEMENT-RELATED NAVY PUBLICATIONS

These publications assist the MS in staying current regarding the various advancement and training aspects of his rating. These publications vary in nature from professional to technical, but nonetheless, all contribute vocational enrichment to the MS who regularly reads them.

Navy Supply Corps Newsletter

The *Newsletter* is a bimonthly publication that is distributed to all senior chiefs and above personnel in the Supply Corps This professional supply *Newsletter* is an important informational source for three reasons:

1. It presents timely and important professional articles on all areas of supply. These articles often discuss new ideas or work improvements that are of general interest to the supply community.
2. It presents a current list of changes to NAVSUP manuals. Your manuals should be verified against this list to ensure that your manuals are up to date.
3. It presents "The Pipeline" column in each issue. This column addresses itself to the enlisted supply community. It is written by the Master Chief Petty Officer of the Force, Naval Supply Systems Command. In fact, input from fleet or shore sources of pertinent interest to enlisted supply ratings to this column is encouraged. Frequently, current enlisted rating manning strengths are included in this column. This information should enable you to approximate advancement opportunities. Figure 1-2 shows you the latest billets and strengths for the Mess Management Specialist rating at the time this training publication is being printed. Remember, however, that these figures change slightly up or down monthly; therefore, current manning levels should be reflected in your advancement analysis.

MS PERSONNEL INVENTORY

MONTH January 1985

PAYGRADE	ALLOWANCE	ON BOARD	MANNING %
E-9 (MSCM)	165	171	103 6
E-8 (MSCS)	348	383	110.1
E-7 (MSC)	1241	1293	104 2
E-6 (MS1)	3032	3102	102.3
E-5 (MS2)	4043	4144	102.5
E-4 (MS3)	4391	4635	105.6
E-3/2/1	3093	3524	113.9
TOTAL	16313	17252	105.8

Figure 1-2.—Listing of authorized billets and onboard strengths.

The *Newsletter* should be read by all senior MSs. The food service officers should make their copies available to all supervisors. Master and senior chiefs who are not on the mailing lists for a copy of the *Newsletter* should send a card with the following information: name, rate, social security number, and complete mailing address to the following address to get on this mailing list:

Master Chief Petty Officer of the Force
Naval Supply Systems Command
Code (SUP-00B)
Washington, DC 20376

All Hands and Navy Times

Current advancement information is usually available in two other widely distributed publications: the monthly *All Hands* magazine published by the Naval Military Personnel Command and the weekly *Navy Times* trade journal published by commercial sources. These two publications should be included on every supervisor's reading list. Both publications present articles on the advancement system. Some articles reveal actual quotas for forthcoming advancement cycles. However, back issues should be retained in your office for reference purposes.

Other Publications

In addition to these publications, the ship's or station's education and counseling offices usually hold current directives on advancement requirements and opportunities. Of particular importance is the *List of Training Manuals and Correspondence Courses*, NAVEDTRA 10061-AS. This listing provides an up-to-date annual list and description of all the training courses available in the Navy. The *Bibliography for Advancement Study*, NAVEDTRA 10052-AJ, which is revised annually, contains the current list of publications that personnel need to study for the advancement examinations

These official publications, NAVEDTRA 10061-AS and NAVEDTRA 10052-AJ, are used in conjunction with the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068-E Each of these publications is designed to assist you in preparing for advancement.

You should locate and list all of the occupational standards that pertain to the examination for which you are preparing, as well as ALL LOWER PAYGRADES. Once you have identified the appropriate occupational standards, you should examine the latest *Bibliography for Advancement Study*, NAVEDTRA 10052-AJ, to see what publications are required reading with respect to the occupational standards. The *List of Training Manuals and Correspondence Courses*, NAVEDTRA 10061-AS, will tell you what training courses are available for advancement study. The current *Mess Management Specialist 1 & C* rate training manual and correspondence course are listed in the above publications. Of course, you should review these publications for other courses that will broaden your knowledge of the Navy, in general, and your rating in particular. After these steps have been taken, your performance on the advancement examination will be greatly influenced by your mastery of the contents of the appropriate study materials.

In the *Bibliography for Advancement Study*, the courses that are mandatory or are required to be completed before advancement are indicated by an asterisk (*). Credit for mandatory courses may be earned by either passing the appropriate nonresident career course based on the mandatory manual (for example, this manual and training course) or by passing a locally prepared test based upon the information contained in the mandatory manual.

THE NAVY ADVANCEMENT SYSTEM

The objective of the enlisted advancement system is to furnish the qualified petty officers that the Navy requires to man its ships and stations. Such advancements, in turn, provide the opportunity for the orderly advancement of qualified enlisted personnel to higher levels of responsibility throughout their naval careers.

Advancement in rate, except for some special procurement and training programs, is accomplished through a Navy-wide competitive examination system. Advancements are based on demonstrated proficiency in assigned duties, performance evaluation, recommendation by the commanding officer, and written examinations. Eligible personnel compete for advancement to fill vacancies based on the total Navy billets authorized.

To be authorized for advancement, candidates must complete the following requirements

that are applicable to their path of advancement.

- Complete required Personnel Advancement Requirements (PAR) which include a performance test, when applicable. PARs are described as those skills and abilities required for advancement or change of rating that can best be demonstrated by actual performance. PARs are listed for each rate or rating in the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068-E. PARs are applicable to all enlisted personnel serving on active or inactive duty seeking to advance to paygrades E-4 through E-7.

- Complete required mandatory Navy training courses. Navy training courses for individual rates or ratings and military requirements for petty officer grades listed in the current edition of the *Bibliography for Advancement Study*, NAVEDTRA 10052-AJ, which are marked (*) are mandatory. Other courses and publications listed in this publication are strongly recommended as study material since they are used, in addition to Navy training courses, as source material for preparing the examinations.

- Successfully complete service school, if required, for a particular paygrade or rating (paragraph 302 5 of BUPERSINST 1430 16B).

- Meet citizenship or security clearance requirements for advancement in certain rates or ratings (paragraph 302 6 of BUPERSINST 1430.16B)

- Meet minimum performance criteria. For advancement to paygrades E-4 through E-6, the candidate must have a performance mark average of at least 3.0 for the computation period specified for the advancement cycle in which the member is a candidate. No minimum performance mark average is required for E-7, E-8, and E-9 candidates.

- Be in the proper path of advancement. The source reference regarding the path of advancement is the Navy Enlisted Occupational Standards which are included in NAVPERS 18068-E See figure 1-3.

- Fulfill special requirements for certain ratings. The source reference for any special requirement checkoff is BUPERSINST 1430.16B.

- Not be involved in circumstances that render the candidate ineligible for advancement.

- Not be selected for appointment to temporary officer or warrant status. Selectees for temporary officer and warrant appointments are ineligible to be considered for selection by the E-7, E-8, or E-9 selection boards unless formal, written declination of the unexecuted appointment is received by Commander, Naval Military Personnel Command (CNMPC) before the convening date of the enlisted selection for which the member would otherwise meet eligibility requirements.

- Fulfill time-in-rate (TIR) requirements, based upon the terminal eligibility date (TED) issued by the exam cycle BUPERSNOTE 1418.

- Complete the applicable military/leadership examination. MIL/LEAD completion is required for E-4 through E-7 candidates.

- Be recommended for advancement by the commanding officer.

PERSONNEL ADVANCEMENT REQUIREMENT (PAR) PROGRAM

The Personnel Advancement Requirement (PAR) Program goes hand in hand with the above advancement information. PAR replaces the Record of Practical Factors (NAVPERS 1414/1).

The purposes of PAR are to (1) individualize advancement requirements for each rate and ratings based on day-to-day work situations and (2) provide a consolidated checklist that personnel in paygrades E-3 through E-6 can use to prepare themselves for advancement or supervisors can use to evaluate others to determine their readiness for advancement.

PAR lists the individual advancement requirements for each rate and rating in three sections.

1. Administrative requirements—This section contains the individual's length of service, time in rate, and a checkoff for the individual having passed the E-4/E-5 Military Leadership Examination.

2. Formal schools and training requirements—This section contains a checkoff entry for the individual having completed the Military Requirements Navy training courses and the applicable Navy training courses for the Mess Management Specialist rating.

FINAL MULTIPLE SCORE COMPUTATION

Factor	Exam Paygrade	Computation	Max. Allowable FMS Points		Percent FMS Points
			E4/E5	E6	E7
Standard Score (SS)	All	Indicated on Exam Profile Sheet	80/35%	80/30%	80/60%
Performance Factor	E4/E5 E6 E7	PNA × 60 − 170 PNA × 60 − 148 PNA × 13	70/30%	92/35%	52/40%
Length of Service (LOS)*	E4/E5 E6	TAS − SIPG + 15 TAS − SIPG + 19	30/13%	34/13%	
Service in Paygrade (SIPG)	E4/E5 E6	2 × SIPG + 15 2 × SIPG + 19	30/13%	34/13%	
Awards	E4/E5 E6	Values as listed in par 418 BPI 1430.16B	10/4.5%	12/4.5%	
PNA Points	E4/E5 E6	As indicated on past Profile Info.	10/4.5%	12/4.5%	
Maximum FMS Possible	All		230	264	132

*Length of Service is a combination of all active Navy service plus other active military service, a should be identical with Total Active Federal Military Service (TAFMS) as described in the Manı of Advancement, BUPERSINST 1430.16B.

In converting months to decimals for LOS and SIPG, the following values shall be used:

Months	Fraction	Months	Fraction
1	.08	7	.58
2	.17	8	.67
3	.25	9	.75
4	.33	10	.83
5	.42	11	.92
6	.50		

Figure 1-3.—Final multiple score computation.

SAMPLE FMS COMPUTATION

A candidate for advancement to paygrade E-6 has the following factors which contribute toward his/her final multiple score:

STANDARD SCORE	PERFORMANCE AVERAGE	LOS YR/MO	SIPG YR/MO	AWARDS	PNA POINTS	FINAL MULTIPLE SCORE
SS = 56	PMA = 3.95	08/03	03/06	2	1.5	FMS = 198.25

A further breakdown of this FMS computation is provided below:

The candidate's standard score (SS) of 56 has an FMS point value of 56.

The Performance Mark Average (PMA) of 3.95 is multiplied by 60, then 148 points are subtracted from the product ($3.95 \times 60 - 148$) for a PMA of 89.

To compute LOS factor, subtract SIPG (03/06 = 3.50) from TAS (08/03 = 8.25) which equals 4.75 and add 19 ($8.25 - 3.50 + 19$) for a LOS factor of 23.75.

To compute SIPG factor, multiply SIPG (03/06 = 3.50) by 2 ($3.50 \times 2 = 7$) and add 19 ($3.50 \times 2 + 19$) for a SIPG factor of 26.

The candidate has been awarded one Good Conduct Medal which has an Awards Point value of 2 points, therefore AWARDS factor equals 2.

A review of the candidate's previous profile information reflects the candidate has accumulated 1.5 PNA points from previous examination participation in this rate, for a PNA POINTS factor of 1.5.

Result: Standard Score of 56 = 56.00

PMA of $3.95 \times 60 - 148$ = 89.00

LOS of 08/03 = 8.25
MINUS SIPG 03/06 = 3.50
4.75
ADD 19.00
23.75 = 23.75

SIPG of 03/06 = 3.50
× 2
7.00
ADD 19.00
26.00 = 26.00

AWARDS OF 2 = 2.00
PNA PTS of 1.5 = 1.50
TOTAL FMS + 198.25

Figure 1-3.—Final multiple score computation—Continued.

3. Occupational and military ability requirements—This section is a checkoff list of task statements. As an MS1 or MSC, you will use this section as a guide in evaluating lower rated personnel. Your evaluation of an individual will be based on the person's ability to satisfactorily perform the tasks indicated. The basis should include a demonstration of performance, although this is not mandatory. You may base the evaluation on observed ability in related tasks or jobs or on the training received by the individual. The evaluation itself is your overall assessment of the individual. It should be deliberate and not done routinely or as a matter of form.

Senior chiefs and master chiefs are exempted from PAR as there are other means of selection for advancement to these paygrades. Likewise, PAR has not been developed for personnel at the E-3 apprenticeship skills. PAR (NAVPERS 1414/4) forms are stocked in the Navy Supply System. MILPERSMAN 5030480 is the governing instruction for the PAR Program. Also, further administrative detail information may be found in BUPERSINST 1430.16B (*Manual of Advancement*).

NAVY-WIDE COMPETITIVE EXAMINATION AND FINAL MULTIPLE SCORE

Most advancements within the petty officer ratings (E-4 to E-7) require candidates to pass a Navy-wide competitive examination. Specifically, by passing these examinations, naval personnel earn points that are counted in the final multiple score (FMS) total. For example, E-6 candidates may receive up to 80 points for the test, 92 for evaluations, 34 for time in service, 34 for time in rate, up to 12 points for awards, and up to 12 PNA points—producing a possible maximum total of 264 points. E-7 candidates may receive up to 80 points for the test and up to 52 points for evaluations—producing a possible maximum total of 132 points. See figure 1-3 for information on FMS computation.

SELECTION BOARDS

Advancement to chief petty officer, senior chief petty officer, and master chief petty officer is accomplished by selection boards. A board meets in March to select senior chief and master chief petty officers. A board meets in June to select the chief petty officers. The records of the candidates who have met all of the requirements for advancement and have been designated SELECTION BOARD ELIGIBLE (SBE) are presented to the selection board. From the eligible candidates, the selection board selects those most highly qualified for advancement to chief, senior chief, and master chief petty officer.

Composition of the E-7 and E-8/9 Selection Boards

These two boards are made up of a senior officer who serves as the president, a junior officer who serves as the recorder, and board members who are officers and senior and master chief petty officers. Enlisted board members who serve on the E-8/9 board must be master chief petty officers. There must also be a sufficient number of assistant recorders to handle and account for the service records.

Guidelines Provided to Each Board

The Secretary of the Navy, Chief of Naval Operations, Commander Naval Military Personnel Command, and the OPNAV enlisted community managers have input to the selection boards. Each year a precept is developed for the board that outlines the selection process concept and provides general guidance for the board members. The board establishes its own administrative procedures and minimum selection criteria that all members use in screening the records of candidates. The precept guidelines are applied equally to each candidate within a rating; however, application of the criteria may vary slightly from rating to rating due to differences in supervisory opportunities, schooling, rotation patterns, and so forth. Under the precept guidelines, the board is given the latitude to establish its own internal emphasis, thereby ensuring the dynamic nature of the selection process.

What the Board Considers

A copy of each candidate's microfiche record, with a file folder that contains any correspondence that might have been received by the president of the board before its deliberations, is provided to the reviewing board members. Each record is independently reviewed during the screening process. At least 3, and normally 5, years of evaluations are reviewed. By his/her own submission of current information, the candidate ensures

that the board has the most up-to-date information. The primary factors that are considered by the selection board are as follows:

- Performance
- Leadership and managerial abilities
- Comparison to peers
- Potential for increased responsibility
- Jobs held and number of people supervised
- Duty assignments (sea, arduous unaccompanied, instructor, recruiter, detailer, and so forth)
- Special qualifications such as AC, SS, MTS (master training specialist), ESWS, AWS, and so forth
- Awards
- Education (on and off duty)
- Problem areas

QUOTAS

The Chief of Naval Operations establishes a maximum selection quota for each rating. This quota is filled by the most qualified candidates competing for advancement. The Department of Defense has established the total active federal military service requirement, referred to as TAFMS, which must be met before advancement to any given paygrade. No more than 10 percent of the total number of candidates in any paygrade may have less than the prescribed TAFMS. This quota is provided to the board on an allowable early quota, separate from the quota for each rate. Some panels will pick fewer early selectees and others will select more because the average time in service of candidates varies from rating to rating.

ADVANCEMENT WITHIN THE MS RATING

Advancement within the MS field is highly competitive. At the MS3 and MS2 levels, advancements have traditionally been more numerous, which normally provides greater overall advancement opportunities. At the MS1 and above levels, competition increases and promotions are usually more difficult to obtain. Therefore, if you are to take advantage of the limited advancement opportunities, you must become familiar with the opportunities open to you, establish your career goals, and determine what steps you need to take to meet these goals.

IMPROVING CHANCES FOR SELECTION

Candidates should ensure their NMPC official microfiche records are up to date and in proper order. Candidates should order a copy of their fiche record from NMPC and review it carefully to ensure it contains all pertinent information. They should order the fiche record at least 6 months before the convening of the board.

Candidates should ensure their evaluations are typed properly with no misspellings or other clerical errors. These errors are as much the responsibility of the candidate as the command. They should also ensure the evaluation covers the correct period of time.

Many candidates are content to homestead in a particular locale with a repetitive type of assignment rather than maintain a rotation of assignments that can be beneficial to the individual and the Navy. Candidates should seek challenging assignments, increased responsibilities, and demanding and taxing leadership positions.

Before evaluations are written, candidates must submit all pertinent information on their brag sheet (Enlisted Performance Evaluation Report Individual Input, NAVPERS 1616/21). Pertinent information should include information regarding educational achievements, collateral duties, command and community involvements, special qualifications during the reporting period, and anything else the candidate feels is noteworthy. In regard to educational achievements, the candidate should list Navy schools, correspondence courses, and civilian-sponsored courses completed during the reporting period. Collateral duties and command and community involvement should be listed in each evaluation if it is applicable. Also, each candidate should ensure all significant professional achievements are included.

Candidates who are selected can justifiably be proud. At the same time, those not selected should not be discouraged. Candidates should be encouraged to continue to improve their selection chances by determining the areas in which they

are weakest and working to improve them. The difference between being selected or not being selected could be that extra course the candidate took, or qualifying for Enlisted Surface Warfare Specialist (ESWS), Enlisted Aviation Warfare Specialist (AWS), Submarines (SS), or Naval Aircrewman (AC).

STUDY PLANS

Rate training manuals are designed to help you prepare for advancement. The following suggestions may help you to make the best use of this manual and other Navy training or official publications when you are preparing for advancement:

1. Study the naval standards and the occupational standards for Mess Management Specialist before you study training manuals, and refer to the standards frequently as you study. Remember, you are studying in order to meet these standards. However, you should organize these standards into topic headings (logistics support or financial control, for example) to facilitate your learning process. Topic headings can be developed from previous examination tear-off and profile sheets.

2. Set up a regular study plan. It will probably be easier for you to stick to a schedule if you can plan to study at the same time each day. If possible, schedule your study for a time of day when you will not have too many interruptions or distractions.

3. Before you begin to study any part of a manual intensively, become familiar with the entire book. Read the preface and the table of contents. Check through the index. Thumb through the book without any particular plan, looking at the illustrations and reading bits here and there as you see things that interest you.

4. Look at your study material in detail to see how it is organized. Look at the table of contents again. Then, chapter by chapter, read the introduction, the headings, and the subheadings. This will give you a pretty clear picture of the scope and content of the book. As you look through the book in this way, ask yourself the following questions:

   a. What do I need to learn about this?
   b. What do I already know about this?
   c. How is this information related to information given in other chapters?
   d. How is this information related to the occupational standards?

The inability to ask questions or understand material may indicate the need for a reading development program. See your educational services officer for information on how to set up a reading development program.

5. When you have a general idea of what is in the training manual and how it is organized, fill in the details by intensive study. In each study period, try to cover a complete unit; it may be a chapter, a section of a chapter, or a subsection. The amount of material that you can cover at one time will vary. If you know the subject well or if the material is easy, you can cover quite a lot at one time. Difficult or unfamiliar material will require more study time.

6. In studying any one unit, chapter, section, or subsection, write down the questions that occur to you. Many people find it helpful to make a written outline of the unit as they study or at least to write down the most important ideas.

7. As you study, relate the information in the training manual to the knowledge you already have. When you read about a process, a skill, or a situation, try to see how this information ties in with your own past experience.

8. When you have finished studying a unit, take time out to see what you have learned. Look back over your notes and questions. Maybe some of your questions have been answered, but perhaps you still have some that are not answered. Without looking at the training manual, write down the main ideas that you have drawn from studying this unit. Do not just quote the book. If you cannot state these ideas in your own words, the chances are that you have not really mastered the information.

9. Use nonresident career courses whenever you can. The courses are based on rate training manuals or on other appropriate texts. As mentioned before, completion of a mandatory rate training manual can be accomplished by passing a nonresident career course based on the rate training manual. You will probably find it helpful to take other courses as well as those based on mandatory manuals. Taking a course helps you to master the information given in the training manual and also helps you determine how much you have learned.

TRAINING OPPORTUNITIES AND CHALLENGES

Navy training is changing in several ways. It is becoming more and more individualized; a

change brought about by the introduction of scores of programmed instruction courses and a few audiovisual courses. These types of courses permit students to choose the medium of instruction they desire and to proceed at their own pace (self-paced instruction). Then too, all future instructional material must be job related and system designed. This means it must teach the trainee to do the task, and it must follow a specific course. The instruction should include a discussion of the need for the course and how the course was planned and developed. The instruction should provide for an evaluation of the course. Thus, all elements required for a complete course will be included in each unit or package. Training for men and women in many ratings will be planned from the time they enter the Navy until they retire. The objective is to ensure that the training given is useful training and to eliminate overtraining prevalent in the past. Many, if not all, A schools will be reduced in length; other schools will be eliminated. Consequently, more training should be done aboard the ship or station. A great many onboard training packages will be produced to expedite onboard training. Many of these will be multimedia packages.

The following section discusses training opportunities and challenges available to Mess Management Specialists. As a senior MS, you should familiarize yourself with the educational opportunities available to all Mess Management Specialists as specified below.

The MS A school is located in San Diego, California. The school is 8 weeks in length The major emphasis of this school includes classroom and practical instruction in the following areas:

- Cooking
- Baking
- Sanitation safety
- Armed forces recipe service
- Recipe conversion
- Wardroom service
- Foodservice organization

Requests for attendance must be processed through the ship's or station's education office.

The purpose of this school is to teach basic job entry skills to students. Accordingly, it is important for you, as a senior MS, to have an established training program in your division. This A school training program is in addition to an on-the-job training program. This point is particularly important since the A school curriculum is divided into the following areas:

- Sanitation
- Recipe conversion
- Cooking theory
- Cooking laboratory
- Baking theory
- Baking laboratory
- Wardroom theory
- Wardroom laboratory

The MS C school (Foodservice Administration) is located in San Diego, California. The school is 6 weeks in length. Both classroom and practical instruction are emphasized in the following areas:

- Armed forces recipe service
- Recipe conversions and adjustments
- Sanitation
- Menu planning
- Private mess operations
- Logistics endurance
- Galley foodservice recordskeeping
- Customer service
- Foodservice administration

Assignments to class C school may either be on a temporary additional duty or on a permanent change of station basis. A ship requests school quotas through its type commander. Whether afloat or ashore, requests should originate in the local educational services office. Depending on location and fund limitations, assignment to this school may be made on

permanent change of station transfers. Contact the MS detailer for assignment availability.

There are other MS C schools available; an Advanced Food Preparation School is located in San Diego, California, and in Norfolk, Virginia. Both classroom training and practical application of subject matter are emphasized through instruction in the following subjects:

- Sanitation
- Armed forces recipe service
- Operation of galley and bakeshop equipment
- Advanced culinary arts principles
- Cake decorating
- Ice carving

Another MS C school teaches BEQ Management. This school is located in Memphis, Tennessee. The primary emphasis of this school is directed toward the following:

- Management by objectives
- Communications
- Organization and administration
- Supply procurement
- Recreation facilities
- Budgeting
- Building maintenance

As a senior Mess Management Specialist, you should recommend that your Mess Management Specialists be sent to these schools if temporary additional duty funds are available.

OTHER NAVY SCHOOLS

The Navy offers schooling upon assignment to certain duties. These duties include instructor duty, recruiting duty, duty as a career counselor, certain overseas assignments, duty in human goals programs, and other programs as specified in the TRANSMAN, NAVPERS 15909-C. When ordered to these duties, you are also ordered to the appropriate school, as required.

The supply C school (Senior Enlisted Refresher Training) offers a 2-week refresher course to all supply senior and master chiefs returning to sea duty. Chief petty officers may be assigned to this school. The school is located in Athens, Georgia. The main emphasis of this school is directed toward the following:

- Supply department administration procedures
- Essentials of management
- Records and report management

CIVILIAN SCHOOLS

The Navy promotes and encourages participation in civilian schools. This includes correspondence schools. In the main, however, college-level courses are the usual type of off-duty courses taken by Navy members. This is chiefly because each course is more easily identified, and credit earned can be transferred from one college to another.

A common misunderstanding regarding college often causes Navy members to lose interest in it. This misunderstanding involves the taking of required courses, especially in the first 2 years of college. These mandatory courses are required to meet the general education requirements of college. Combined with electives, these general education courses (English, natural and physical sciences, college mathematics, history or social sciences, and humanities) enable individuals to complete their first 2 years of schooling In other words, approximately 60 semester hours or 90 quarter hours of college-level work are required. Semester credit hours per course vary from 1 to 4 hours, with 3 hours per course being the norm. Quarter credit hours per course vary from 3 to 6, with 5 hours per course being the norm An associate degree in science or arts (A.S. or A A.) may be awarded after completing these 2 years. The next 2 years of college requires work mainly in your major and minor areas of concentration; for example, a major in business administration with a minor in English Again, 60 semester hours or 90 quarter hours of work are required to earn a bachelor of science or arts (B.S. or B.A.) degree. Division training petty officers should be aware of this basic framework of college in order to advise, direct, and encourage MSs embarking on a college career to continue their education.

Encouragement is particularly important since it usually takes twice as long for Navy members to meet their degree requirements because of changes in duty assignments. This problem can be alleviated to some extent through participation in the Navy Campus degree completion program.

The Navy Campus (NC) Program coordinates all voluntary off-duty educational experiences and integrates them with on-duty programs. Financial aid is offered through Navy Campus, as well as education specialists or advisors to assist Navy members in seeking new educational experiences. CNETINST 1560.3B explains the Navy Campus and its programs. The Navy career counselor aboard your ship or station has a copy of this instruction.

PERSONNEL QUALIFICATIONS STANDARDS

The Personnel Qualifications Standards (PQS) are an element of an overall unit training program for both afloat and aviation communities. As an element of training, PQS must be incorporated as the keystone program for unit watch station or work center qualifications. To manage the PQS program effectively, the division officer assigns each individual a specific qualification goal and designates the time frame expected for completion of the qualification. In this regard, the division officer and leading Mess Management Specialist conduct individual interviews with newly reported personnel to evaluate their past experience, qualifications, and general background. After the PQS program has been explained, a PQS package is provided and specific completion dates are assigned for those fundamentals, systems, and qualification goals to be accomplished The individuals are also informed regarding the time they should spend each week on training to accomplish these established goals. This procedure permits the individuals to know what they are qualifying for and when they are required to have their qualifications completed.

PQS for Mess Management Specialist, NAVEDTRA 43532, and the *Personnel Qualifications Standard Answer Book for Mess Management Specialist*, NAVEDTRA 43532/SAB, are now available. To ensure this program does not become a paper work drill, you should use *The Manager's Guide*, NAVEDTRA 43100-1B. This guide gives the recommended methods and procedures for managing PQS.

The most important part of a PQS program is the qualification petty officer (QPO). The QPO is the acknowledged exception to a specified area of qualification. The responsibilities attached to the title qualification petty officer include but are not limited to the following:

- Being available for sign-offs
- Assisting in training as needed
- Maintaining program integrity

The QPO must be totally current in the technical and safety requirements for each assigned area. The QPO must never relax on safety. The trainee must be thoroughly trained in safety procedures and requirements before operations of foodservice or food preparation equipment. As the most likely person to discover discrepancies or inconsistencies in a standard, the QPO should bring such matters to the attention of the supervisor. The QPO must also be aware of the problems that face a trainee. Some trainees learn rapidly and should be allowed to progress at their own rate of speed. Others are somewhat slower; therefore, you should be more patient. Since most trainees are somewhat apprehensive, a relaxed environment, whenever practical, will help trainees overcome anxieties in the initial stages of qualifications.

Maintaining program integrity is the key to a successful PQS program If the PQS task specifies a complex recipe like potatoes au gratin, the recipe called for must be prepared. The substitution of another potato recipe, such as mashed potatoes, is not acceptable.

Chart your division's progress. It is an important part of your PQS program. *The Manager's Guide* states that great latitude exists in the format for required records; however, the minimum items that must be maintained for monitoring progress are as follows:

- Organization by name and number
- Trainee by name and rank/rate
- Date trainee completed command indoctrination in PQS
- Watch station qualification by name and number
- Date trainee began training on that particular qualification
- Trainee's progress

You should remember that the ultimate goal of the program is to develop an adequate number of qualified Mess Management Specialists to do the job and to increase proficiency in our rating. Help your fellow shipmates, but do not give that certifying signature away.

DUTY OPPORTUNITIES AND CHALLENGES

The Navy offers Mess Management Specialists many challenging opportunities with respect to duty choices. At sea, billets are available on all ship types and classes. The job assignments vary and the challenges are great. Professionalism is a must. Some sea duty billets are based ashore overseas as well as in Alaska and several U.S. territories. Some overseas billets are classified as shore duty. A listing of MS-related billets afloat and ashore is contained in OPNAVINST 3111.14U and BUPERSINST 1300.26F. The Navy also offers opportunities in other job areas; for example, human goals billets, manpower validation teams, and other challenging billets outside the MS rating. Openings are available as they occur. Details about all job opportunities are available from your detailer. If possible, Mess Management Specialists should seek billets that will enhance their Navy careers. This means that duties should be varied as opposed to a single job or duty station track. Acceptance of varied duties does not guarantee better promotion opportunities; however, when your record is screened by the advancement selection board, it does indicate a broad range of experience.

PROGRAM FOR AFLOAT COLLEGE EDUCATION

The Program for Afloat College Education (PACE) is designed to provide shipboard personnel with educational opportunities comparable to those available to personnel stationed ashore. In the PACE program, the Navy contracts with colleges to provide college level vocational and academic courses to shipboard personnel.

There are two components of PACE, academic and vocational. Academic PACE provides courses such as history, English, mathematics, and business education. Vocational PACE teaches courses such as foodservice and data processing. There is no tuition charge, provided the courses are satisfactorily completed, although students will be required to purchase textbooks and possibly pay a registration fee.

CAREER DEVELOPMENT

Senior Mess Management Specialists counseling their younger MS personnel regarding career opportunities should endeavor to help the younger people establish their career goals. Once career goals are defined, the senior MS can assist younger MSs in making more meaningful duty selections. Remember, however, individuals should make their own choices. It is at this selection point that the MS detailer can assist senior MSs by providing insight into current career opportunities and the availability of assignments. Therefore, when counseling a member in regard to career duty opportunities, you should use the services of the Mess Management Specialist detailer.

Career development can be defined as a process that provides for the functional growth of the technical administrative and leadership skills required of us as Navy petty officers.

The traditional backbone of enlisted career development has been our formal school programs. While the importance of this type of training cannot be overemphasized, it should not be viewed as a cure-all approach to career development. The growth of high-quality petty officers to meet effectively the real world responsibilities of their ratings requires career development designed to provide a timely mixture of formal training and practical experience.

Career development is not intended to provide a straight-line approach applicable to the needs of each and every one of us. Rather, it should be viewed as a flexible base from which each of us can plan our careers consistent with our prior experiences, education, and career objectives.

A generalized career pattern for personnel of the MS rating is illustrated in figure 1-4. Notice that the second column (years of service) represents not only the expected time frame for purposes of sea/shore rotation but also the normal time in service for each paygrade. In other words, the average E-5 (column 1) has between 5 and 10 years of service (column 2) and will serve a tour of duty both ashore and afloat during that time frame It is also worthwhile to note that while sea/shore rotation is basically a lockstep system, the flexibility of the billet and job assignments offers ample opportunity for individual career development.

Understanding the function of the general career pattern (fig. 1-4) is a key factor in effective career development as it represents the principal planning document in our career decision-making process. For example, a first class

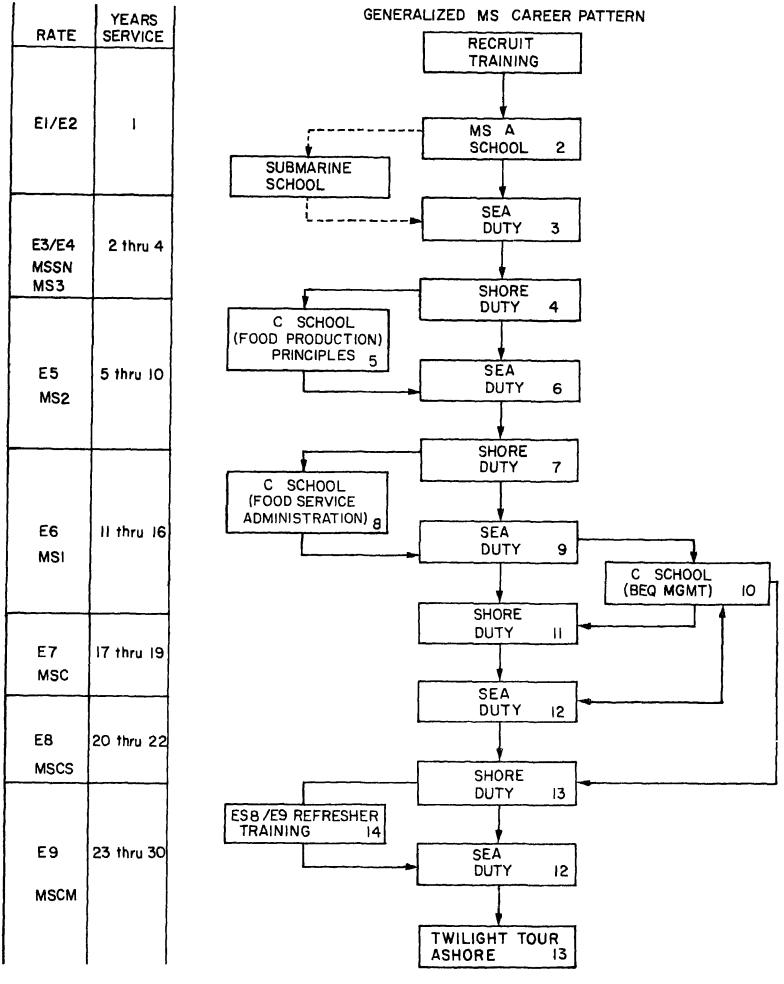

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Figure 1-4.—Generalized Mess Management Specialist career pattern.

petty officer with 15 years of service is about to go ashore for a tour of duty. After evaluating the 15 years of experience, the petty officer discovers a lack of management experiences.

Using the career pattern (fig. 1-4) as a planning guide, the PO notes that a BEQ management billet provides not only the needed management exposure, but additionally offers an ideal formal management training course. While no one example can hope to provide the wide range of existing possibilities in career development, it does demonstrate that successful career development can only result from our own initiative. The challenge is yours.

NATIONAL APPRENTICESHIP PROGRAM

The National Apprenticeship Program is a component of Navy Campus and is designed to provide a way for skilled Navy technicians to gain journeyman status with the Department of Labor in a recognized related civilian trade. The objective of the apprenticeship program is to develop Navy-oriented journeymen who by using their technical skills in the Navy may also qualify for employment upon retirement or expiration of enlistment. Adherence to the standards of an apprenticeship program will also reinforce efforts leading to advancement in rating by the individual apprentice. The National Apprenticeship Program provides the following benefits for Mess Management Specialists:

- Provides the opportunity to qualify as journeymen in the cook (hotel and restaurant) trade
- Supports advancement in rating
- Instills job pride
- Provides civilian recognition of Navy skill
- Encourages reenlistment

The program consists of two parts: (1) related classroom instruction, usually MS A school or MS C school and (2) verified on-the-job work experience MS3 and above personnel may be eligible because of previous work experience. High school completion or GED equivalency is required to participate in this program.

An apprentice is a person who is properly registered with the Bureau of Apprenticeship and Training of the Department of Labor. Note that the words *apprentice* and *apprenticeship* in civilian programs are not the same as the apprentice associated with paygrade E-2.

A journeyman is a person who has satisfactorily completed an apprenticeship and who has been awarded a certificate attesting to this completion. Mess Management Specialists completing an authorized apprenticeship under the National Apprenticeship Program will be awarded a Certificate of Apprenticeship Completion by the Bureau of Apprenticeship and Training, Department of Labor.

Complete information on this program, including registration procedures, is contained in the *Navy Campus Manual*, CNETINST 1560.3B.

HUMAN RELATIONS

The Mess Management Specialist rating is a people-oriented rating. Hence, CUSTOMER SERVICE is one of the chief products of the Mess Management Specialist. The *Navy Customer Service Manual*, NAVEDTRA 10119-B, and the accompanying nonresident career course were developed to make you aware of the importance of having the proper attitude at customer contact points. In addition, the MS field offers many opportunities and challenges in the art of meeting and serving people.

In the Navy, interpersonal relationships are both formal and informal. Formal relationships occur when you are fulfilling your military and technical role as a Mess Management Specialist. Informal relationships develop through personal friendships. Both formal and informal relationships should be formed to improve morale and improve customer service.

Customer service is a major function of the MS division. Fulfilling the needs of your customers either directly or through subordinates is a highly satisfying experience. The degree and type of customer service vary greatly because of varying local circumstances However, every effort should be exerted to ensure that each and every customer receives the maximum possible service. The term *customer* includes military personnel, civilian employees, dependents, dealers and contractors, and the general public, as directed. Common courtesy is the backbone of customer service Foodservice divisions that vigorously pursue the goal of customer service earn local respect, and this respect becomes a major source of division pride.

As a senior MS, you should always practice and encourage good customer relations. You can encourage good customer relations by recognizing your subordinates who put it into practice. You should also pass along favorable comments from satisfied customers to the entire division.

METRIC SYSTEM

The *Metric System* single-subject training manual and its associated OCC-ECC form a self-study package (NAVEDTRA 475-01-00-79) to train Navy personnel in conversion from the U.S. Customary System to the International System (SI). Your educational services officer can order the course and text on NAVEDTRA Form 1510/1, using the course number 475-01-00-79 from NETPMSA, Pensacola, Florida 32509-5000. To order ONLY the text, order by stock number 0507-LP-475-0010 from NPFC, Philadelphia, Pennsylvania 19120.

CHAPTER 2

SUPPLY ORGANIZATION

As a Mess Management Specialist first class or chief, you are at the mid-management level in your career. In this position of authority, you will have direct working relationships with the supply officer, food service officer, other supervisors, and subordinates. Your success will be largely determined by your ability to develop strong working relationships with these people. Just as you must support the workers in your group, so must you turn to your supply officer, food service officer, and other supervisors in your division for their support in making your job more effective. You will earn the support of these personnel through cooperation and willingness to assist others; through earnest efforts to do your job well; and through constant attempts to improve yourself, your organization, and the ship or station to which you are attached.

In this chapter we will discuss the supply system as it functions within the Navy. We will outline the chain of command, placing emphasis on the Naval Supply Systems Command and the Navy Food Service Systems Office. The other echelons will be discussed briefly. See figure 2-1

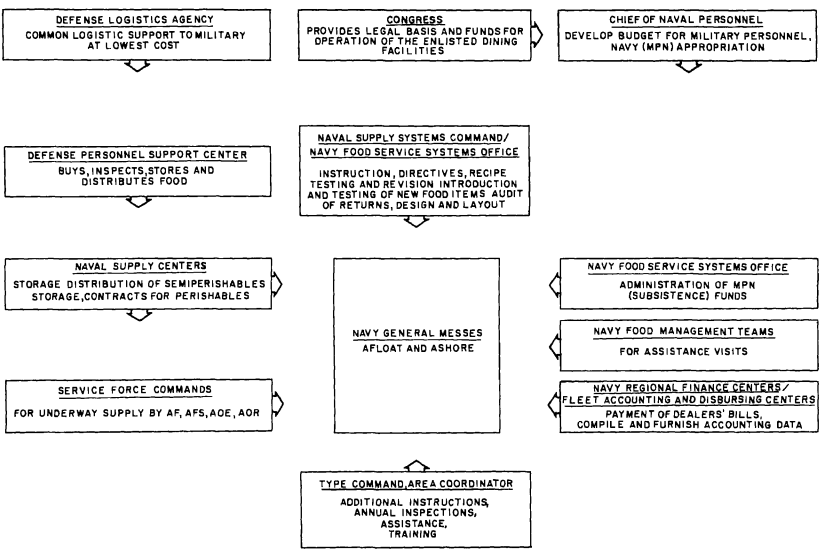
DEFENSE LOGISTICS AGENCY
COMMON LOGISTIC SUPPORT TO MILITARY AT LOWEST COST
CONGRESS
PROVIDES LEGAL BASIS AND FUNDS FOR OPERATION OF THE ENLISTED DINING FACILITIES
CHIEF OF NAVAL PERSONNEL
DEVELOP BUDGET FOR MILITARY PERSONNEL, NAVY (MPN) APPROPRIATION
DEFENSE PERSONNEL SUPPORT CENTER
BUYS, INSPECTS, STORES AND DISTRIBUTES FOOD
NAVAL SUPPLY SYSTEMS COMMAND/ NAVY FOOD SERVICE SYSTEMS OFFICE
INSTRUCTION, DIRECTIVES, RECIPE TESTING AND REVISION INTRODUCTION AND TESTING OF NEW FOOD ITEMS AUDIT OF RETURNS, DESIGN AND LAYOUT
NAVAL SUPPLY CENTERS
STORAGE DISTRIBUTION OF SEMIPERISHABLES STORAGE, CONTRACTS FOR PERISHABLES
NAVY GENERAL MESSES AFLOAT AND ASHORE
NAVY FOOD SERVICE SYSTEMS OFFICE
ADMINISTRATION OF MPN (SUBSISTENCE) FUNDS
NAVY FOOD MANAGEMENT TEAMS
FOR ASSISTANCE VISITS
SERVICE FORCE COMMANDS
FOR UNDERWAY SUPPLY BY AF, AFS, AOE, AOR
NAVY REGIONAL FINANCE CENTERS/ FLEET ACCOUNTING AND DISBURSING CENTERS
PAYMENT OF DEALERS' BILLS, COMPILE AND FURNISH ACCOUNTING DATA
TYPE COMMAND, AREA COORDINATOR
ADDITIONAL INSTRUCTIONS, ANNUAL INSPECTIONS, ASSISTANCE, TRAINING

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Figure 2-1.—The supporting establishment.

for an overview of the supply system as a supporting establishment for the Mess Management Specialist rating. For an in-depth look at the supply system, refer to *Afloat Supply Procedures*, NAVSUP Publication 485, and *Foodservice Management Manual*, NAVSUP Publication 486, volumes I and II.

The Secretary of the Navy is the head of the Department of the Navy. The Department of the Navy operates under the control and direction of the Secretary of Defense. The Secretary of the Navy is assisted by members of the executive branch. The executive branch includes the Assistant Secretaries of the Navy, the Special Assistant to the Secretary of the Navy, and the Chief of Naval Operations.

NAVAL SUPPLY SYSTEMS COMMAND

The Naval Supply Systems Command (NAVSUPSYSCOM) provides for and meets those material support needs of the Department of the Navy that are within the assigned material support responsibility of the Naval Supply Systems Command. The Naval Supply Systems Command is responsible for the following functions:

1. Establishing policies and procedures for general messes
2. Offering technical guidance in supply-related functions to supply activities ashore and afloat that are under Naval Supply Systems Command cognizance
3. Providing technical guidance on the preparation and service of food in general messes and, upon request, providing the same guidance for the wardroom mess and the chief petty officers' mess
4. Administering the following programs:
   a. The Navy Publications and Printing Program
   b. The Navy Food Service Systems Program
   c. The Navy Resale Program
5. Implementing and observing the following regulations:
   a. The Navy Ration Law
   b. The Navy Supply System
   c. The Navy Stock Fund

PROCUREMENT RESPONSIBILITIES OF NAVSUPSYSCOM

The Naval Supply Systems Command has cognizance of the procurement of materials and services throughout the Department of the Navy for which no other procuring activity, office, or command is otherwise delegated procurement authority. In the discharge of this responsibility, the Commander, Naval Supply Systems Command may delegate appropriate procurement authority to personnel, both within and without the command, who are designated as contracting officers. Designated contracting officers comply with policies and procedures established by the Commander, Naval Supply Systems Command. This responsibility may be redelegated within a command to competent personnel when authorized by the Naval Supply Systems Command or higher authority.

Within the limits of its capabilities, the Naval Supply Systems Command procures materials and services for other Navy procuring activities upon request. The Naval Supply Systems Command is also responsible for conducting the formalities of procurement by formal advertising for other Navy procuring activities to the extent provided in applicable regulations

TECHNICAL GUIDANCE AND ASSISTANCE

In addition to providing technical guidance and assistance, as appropriate, in connection with the procurement responsibilities listed in the preceding paragraphs, the Commander, Naval Supply Systems Command, as the Navy's supply manager, is generally responsible for the development and supervision of the Navy supply system Specifically, this responsibility involves combining into one overall system those supply and distribution systems (composed of inventory managers, distribution activities, and methods of operation) that function on the basis of centralized control of item assets and that have as their objective the responsive and efficient material support of the operating forces of the Navy and other offices and organizations.

NAVY FLEET MATERIAL SUPPORT OFFICE

The Navy Fleet Material Support Office (FMSO) is under the command of the Naval

Supply Systems Command. FMSO exercises retail management over food items assigned cognizance symbol 9M. The mission of FMSO is to monitor, coordinate, and review the performance of the Navy supply system in support of Navy requirements; in coordination with the Defense Logistics Agency (DLA) to ensure responsive support to the Navy supply system by the Defense Personnel Support Center (DPSC); and to exercise retail supply management of Navy-owned stocks of material.

The Navy Fleet Material Support Office is responsible for the following functional tasks:

- Exercising inventory management and distribution control of material under the cognizance of FMSO; and serving as central screening and implementing agency for DLA and Navy directives and instructions on operations, including the preparation of NAVSUP publication changes, instructions and notices, and their review and revision, as appropriate

- Determining Navy requirements under the Navy Stock Fund and justifying the funding requirement to the Naval Supply Systems Command; and serving as project manager in the administration of the Navy Stock Fund allocations received for financing the procurement of stocks

- Maintaining liaison with DLA and DPSC on matters pertaining to supply support

- Developing subsistence stockage objectives and the Navy subsistence distribution support pattern and submitting them to the Naval Supply Systems Command; recommending to the Naval Supply Systems Command the Navy activities to stock subsistence items; and developing and coordinating supply support agreements with the military services and other government agencies requiring subsistence support

- Developing, maintaining, and providing to the DPSC, the Navy General Mobilization Material and Prepositioned War Reserve Requirements data for perishable and semiperishable food items as directed by Department of Defense instructions; and developing, maintaining, and providing to DPSC the Navy peacetime operating requirements for perishable and semiperishable food items

- Obtaining food items inventory and stock status reports from Navy activities when required for use in determining system requirements and system support capability; and maintaining a continuous stock purification and rotation program

- Maintaining and furnishing program and related supply intelligence data to the Defense Personnel Support Center and to Navy subsistence stock points for use in requirement planning; and preparing and maintaining the Navy subsistence mobilization plan and other planning documents required in support of the Navy planning system

- Observing field operations resulting from the implementation of DLA and Navy directives pertaining to subsistence supply support to measure efficiency and to determine conformance with current policies and procedures

NAVY FOOD SERVICE SYSTEMS OFFICE

The Navy Food Service Systems Office (NAVFSSO) establishes and monitors all policies, procedures, programs, and regulations pertaining to the management, administration, and operation of Navy general messes and afloat private messes throughout the world. Volume II of NAVSUP P-486 contains detailed information regarding the administration of afloat private messes.

The Navy Food Service Systems Office is responsible for submitting subsistence budgets to the Chief of Naval Personnel via both the Commander, Navy Resale and Services Support Office, and the Commander, Naval Supply Systems Command. The Commander, Naval Supply Systems Command then submits the budgets to the Navy Fleet Material Support Office to justify his command's funding allocations. This funding allocation flows back to the Navy Food Service Systems Office where the monetary ration allowance for the succeeding financial period is established and issued. These funds are the subsistence portion of the appropriation, Military Personnel, Navy.

The budget review process calls for a close examination of these reports. The number of personnel actually fed in the general mess and the actual cost of feeding personnel during the preceding year are noted. These figures are used in planning for the coming year's operation of the general mess. It is essential, therefore, that the

operation of each Navy general mess comply with the traditional levels of foodservice and operate in the most efficient manner possible. An accurate system of recording and reporting must be maintained at all levels.

Private messes (afloat) operate on a separate monetary system. Officers receive a basic allowance for subsistence (BAS) authorized by Congress to pay for meals served and eaten on board, and chief petty officers' rations are commuted to the CPO mess.

The Navy Food Service Systems Office renders assistance to activities in solving all major problems encountered in the management or operation of the enlisted or private messes when requested. Contact points are promulgated by Navy Food Service Systems Office instructions in the 5000 series.

The Navy Food Service Systems Office has five Navy food management teams (NFMTs) and three NFMT detachments under its control. These teams are composed of senior Mess Management Specialists who are experts in their field. Their main function is to render assistance and give advice in the proper operation of messes. These teams and detachments assist in all phases of foodservice operations from ordering food items to submitting financial returns.

Food management teams are located at Norfolk, Virginia; Charleston, South Carolina; Mayport, Florida; San Diego, California; and Pearl Harbor, Hawaii; and Navy food management team detachments are located in Yokosuka, Japan; New London, Connecticut; and Oakland, California. To request a visit from a Navy food management team, refer to NAVSUP P-486, chapter 7, for the correct procedures These teams and detachments are formed to help you manage your mess in the most economical and efficient manner.

DISTRIBUTION

So far the discussion has been concerned with those activities that control and direct the flow of material. Obviously, any supply system must also include facilities for physically handling material if it is to flow as directed from contractors to the operating forces of the fleet.

The supply system is composed of two major types of field supply activities. These are the Defense Logistics Agency and Navy-managed activities.

DEFENSE LOGISTICS AGENCY

The Defense Logistics Agency (DLA) inventory control points were established for the purpose of providing centralized management of specified commodities for the entire Department of Defense.

Under the general direction of the Defense Logistics Agency, DoD inventory control points, known as defense supply centers, have been established to perform functions comparable to those of Navy inventory control points (which are described later in this chapter).

The Defense Logistics Agency has the responsibility to do the following:

- Eliminate duplication and overlapping of effort between and within the military departments

- Improve the effectiveness and economy of supply service operation throughout the Department of Defense

The following activities are under the management of the Defense Logistics Agency.

Defense Supply Depots

The defense supply depots stock semiperishable food items for issue to all services. They are strategically located so that each depot can serve a particular geographical area. The depots receive requisitions for supply action from the Supply Operations Control Center, Philadelphia, Pennsylvania, and ship material to the requisitioners.

Inventory Control Points (ICPs)

The ICPs that are under the management control of DLA are as follows:

Defense Personnel Support Center
Defense Construction Supply Center
Defense General Supply Center
Defense Fuel Supply Center

Defense Personnel Support Center Regional Headquarters

The headquarters receives requisitions for perishable food items from the requiring activity. The material may be shipped from stock or procured for shipment by the vendor.

Because the Defense Personnel Support Center (DPSC) directly affects the duties of your rating, its functions and its relation to the Navy are described in the following paragraphs.

The Defense Personnel Support Center has the mission of procuring and distributing wholesale stocks of food, clothing. and medical supplies to the U.S. military service worldwide and to other authorized requisitioners of the federal government. It serves as the national inventory control point (NICP) for all assigned items.

The DPSC operates separate distribution systems for perishable and semiperishable food items to provide the best response to requests from supply points. Naval supply centers and designated Navy direct requisitioners submit requisitions for semiperishable foods to the DPSC Headquarters, Philadelphia, Pennsylvania. Shipment is then made from strategically located depots to naval supply centers and Navy direct requisitioners

All requisitions for perishable foods, except those from activities in the West Coast/Pacific areas, are submitted to DPSC Headquarters. West Coast and Pacific activities submit requisitions for perishables to the Defense Subsistence Region, Alameda, California The Navy assumes supply management for items once they have been received from DPSC and/or the contractor.

The Defense Personnel Support Center also procures some local purchase items for the Navy. These items are high-use perishables, such as bread, milk, and ice cream, and certain other items for resale

In summary, DPSC is responsible for the following·

- Coordinating and determining wholesale requirements to support the military service
- Formulation of the procurement policy and initiating the procurement
- Managing stocks
- Cataloging subsistence items (Federal Supply Catalog Group 89 [subsistence])
- Standard pricing of subsistence items

Each military department (Army, Navy, Marine Corps, and Air Force) is responsible for the following:

- Determining food items required
- Calculating its own requirements
- Managing its own stocks
- Initiating research and development
- Providing technical and management control of operations in foodservice
- Training of personnel

The other defense supply centers have similar responsibilities and relationships in providing the materials assigned to their cognizance.

MAJOR NAVY SUPPLY ACTIVITIES

There are two major types of Navy supply activities: supply centers and supply depots. The standard organization and functions of supply centers and supply depots may be found in the NAVSUP P-485.

Supply Centers

The supply centers are the major supply activities of the Navy, established to furnish supply support to fleet and shore activities. They receive, store, issue, pack, (in some instances) ship, and make disposition of material. Material to be stocked at centers for issue to customers is determined by ICPs and/or supply centers.

Customers, aboard ship or at shore stations, send requisitions to the naval supply centers The naval supply centers ship the material, bill the customers for payment, and inform the ICP of the action The ICP keeps track of the naval supply center's inventory of the item and buys or directs shipment of additional material to the center so that it will be available when customers request it If material is not available when customers request it and none is scheduled to arrive in time to meet the customer date, local purchase action is initiated by the user, or the request is forwarded to the ICP, which initiates purchase action or directs another stock point to make the issue to the customer. Usually naval supply centers are authorized to purchase and manage limited supplies of retail stocks. This ensures more rapid action in meeting customer needs if an item is not in stock when the customer's request is received. In some instances naval supply centers carry as many as 800,000 different items.

The following activities are naval supply centers:

NSC Charleston	NSC Pearl Harbor
NSC Jacksonville	NSC Pensacola
NSC Norfolk	NSC Puget Sound
NSC Oakland	NSC San Diego

Supply Depots

Supply depots are under the command of fleet commanders and all are located outside the United States. Generally, they perform the same functions as supply centers, but on a somewhat limited basis, in providing material support to the fleet and overseas shore stations.

The following activities are naval supply depots:

NSD Guam

NSD Subic Bay

NSD Yokosuka

FLEET ACTIVITIES AND COMPONENTS PERFORMING SUPPLY FUNCTIONS

Fleet activities and components that perform supply functions that relate to your job are discussed in the following paragraphs.

FLEET COMMANDS

The commander in chief of a fleet has the following logistic responsibilities:

- Promulgation of general logistic policies, plans, and orders for support of the fleet and shore activities of the area
- Establishment of standards of logistics and logistic readiness
- Dissemination of information to subordinate commanders relative to operational logistic plans or projects
- Coordination of logistic activities of subordinate commanders
- Conducting the integrated logistics overhaul

To assist in carrying out the logistic responsibilities, each fleet commander in chief has a professional advisor for supply and transportation matters, the fleet supply officer. The Atlantic Fleet supply officer heads a division of Chief Atlantic Fleet Headquarters. The Pacific Fleet supply officer is the Commander Naval Logistics Command, U.S. Pacific Fleet (COMNAVLOGPAC).

TYPE COMMANDERS

As you know, ships of a fleet are grouped by ship types and are assigned to type commanders (TYCOMs) for purposes of administration. Certain TYCOMs have primary logistic responsibilities that extend beyond their own type organization. These responsibilities are explained in detail in NAVSUP P-485.

The Supply Corps officers assigned to the staff of each TYCOM are normally responsible for such functions as the following:

- Keeping the type commander advised of supply requirements
- Ensuring compliance with Navy Department and fleet supply directives
- Making recommendations to the type commander on matters regarding supply policies, procedures, and conditions of readiness affecting ships of the type command
- Conducting inspections of supply functions as required
- Supervising the replenishment of supplies from mobile supply units under the operational control of the type commander
- Reviewing and/or taking action on requisitions requiring approval by higher authority

AFLOAT SUPPLY FUNCTIONS

Afloat supply functions are categorized into material support and service functions. Material

support functions relate to operational and maintenance requirements, while service functions entail operating service facilities.

MATERIAL SUPPORT FUNCTIONS

Material supply support functions include procurement, receipt, stowage, issue, and accounting for the following types of material according to directives and in quantities necessary for the operation of the ship:

- Consumables
- Equipage
- Repair parts
- Inert nuclear weapons material and associated test and handling equipment, tools, and consumables
- Fuel (preparation of procurement documents only)
- Ship's store and retail clothing stock (when facilities are provided)
- Food items
- Medical and dental supplies, in special accounting class 207 ships (procurement only, in end-use ships)

SERVICE FUNCTIONS

Service functions include the following:

1. Operation of the general mess, including the preparation and service of food

2. Operation of private messes afloat. (If there are separate messes available, officers will belong to the wardroom mess and CPOs will belong to the CPO mess)

3 Operation of the ship's store and related activities where facilities are provided aboard, including the following:
   a. Retail clothing store
   b. Soda fountain
   c. Vending machines
   d. Laundry
   e. Dry-cleaning plant
   f. Barbershop
   g Tailor shop
   h. Photographic shop, at the discretion of the commanding officer

4. Operation of the disbursing office for the purpose of disbursing government funds (when a Supply Corps officer has been specifically ordered to this duty).

5 Operation of electric accounting machine and automatic data processing equipment systems when primarily used for supply, maintenance, accounting, and other administrative functions, (excluding all data processing facilities in the integrated operation intelligence centers, Navy tactical data system, or any other operational and intelligence facilities)

SUPPLY DEPARTMENT ORGANIZATION

Organization of a supply department is the orderly arrangement of personnel by functions. Sound supply department organization is necessary to carry out the objectives of the department and will vary according to the mission, physical characteristics, and complement of the ship It is based on a division of activities and on the assignment of responsibilities and authority of individuals within the organization. When prescribed by the type commander, the supply department head prepares a *Supply Department Organization Manual*, which will contain a description of the functions of each component of the department and assigned areas of responsibility and authority It will also include tasks of key personnel.

ORGANIZATIONAL CHART

The supply officer prepares an organizational chart for the department; it should include identification of essential functions and a clearly defined channel of responsibility and authority. Typical organizational charts for large and small ships are

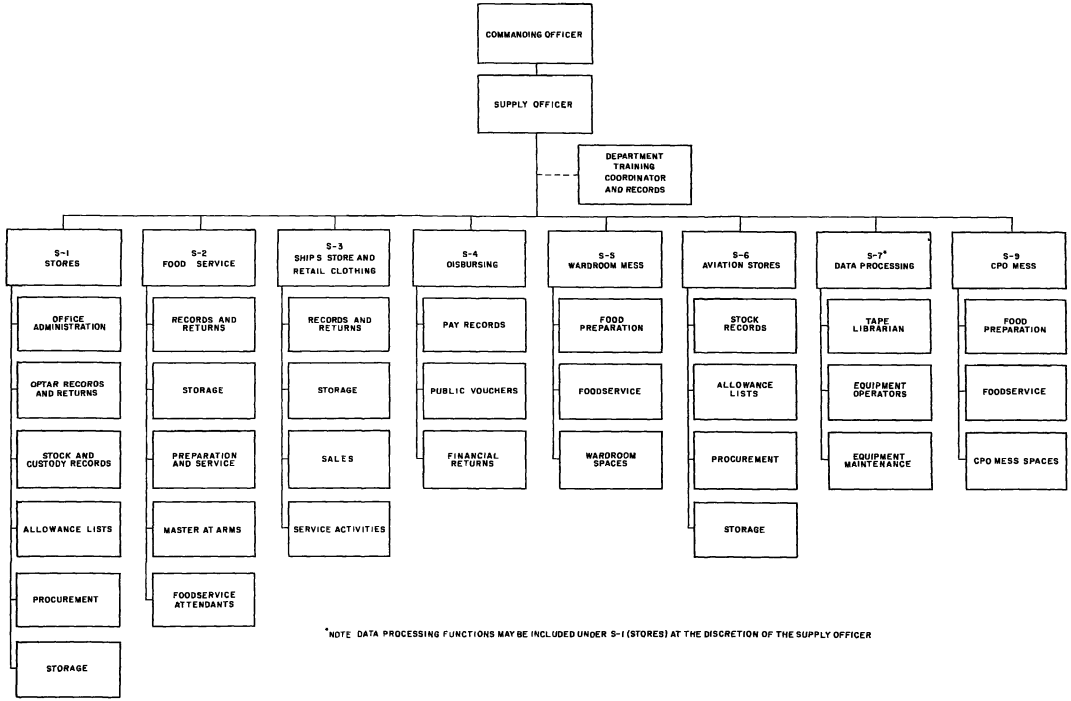

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Figure 2-2.—Typical organization of a supply department of a large fleet unit.

illustrated in figures 2-2 and 2-3, respectively. As a guide in identifying supply functions to organizational components, the typical large ship with Supply Corps officers attached is outlined below:

1. General Stores (S-1 Division)

General—The general stores component procures, receives, stores, expends, and accounts for consumables, equipage, repair parts, and other material as assigned, and maintains records incident thereto; prepares correspondence, reports, and returns; and performs required obligation recording.

Stock control—Stock control functions include determination of requirements; preparation of requisitions; processing receipt and expenditure documents, and maintaining related files and records; performing financial accounting for material; accounting for material; maintaining related files and records; maintaining material catalogs, allowance lists, and technical publications.

Storage—Storage functions include the receipt, storage, inventory, and issue of material; the maintenance of related files, as required; and the cleanliness and upkeep of assigned storage spaces.

2. Foodservice (S-2 Division)

General—The foodservice component operates all phases of the general mess and makes authorized issues, sales, and transfers of food items.

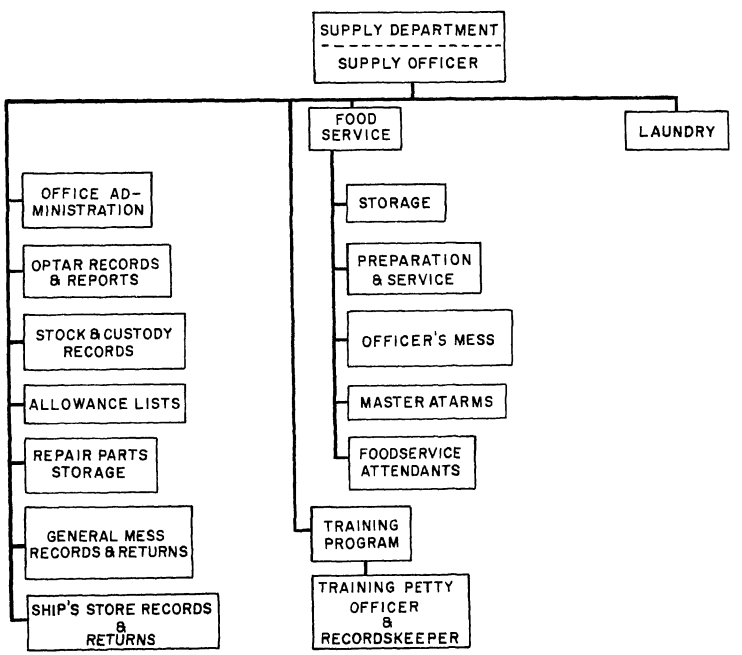

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Figure 2-3.—Typical organization of a supply department of a small fleet unit (without a Supply Corps officer).

Records and returns—Records and returns functions include determining requirements, preparing requisitions, processing receipt and expenditure documents, conducting inventories and maintaining related files and records; accounting for food items; and preparing related correspondence, reports, and returns (financial statements).

Food storage—Food storage functions include the receipt, storage, and issue of all food stocks; the maintenance of related records; and the cleanliness and upkeep of assigned spaces.

Food preparation and service—Food preparation and service functions include the preparation and service of food in the general mess, operation of food preparation equipment, and cleanliness and upkeep of assigned spaces.

3. Ship's Store and Retail Clothing (S-3 Division)

General—The ship's store and retail clothing component functions include procuring, receiving, storing, issuing, and selling ship's store and clothing items; operating resale and service activities; maintaining related records; and preparing reports, returns, and correspondence.

Records and returns—Records and returns functions include determining requirements for retail items and operating supplies; preparing requisitions and purchase documents, processing receipt and expenditure documents, conducting inventories, and maintaining related files and records; accounting for operating supplies and retail items.

Storage—Storage functions include the receipt, storage, and issue of retail items and operating supplies; the maintenance of related records; and responsibility for the cleanliness and upkeep of assigned storage spaces.

Sales—Sales functions include the operation of the retail sales outlets, such as ship's store, clothing store, soda fountain, and vending machines; maintaining related records; and the cleanliness and upkeep of assigned spaces.

Service activities—Service activities functions include operating the ship's store service activities, such as laundry, barber, and tailor shops; maintaining related records; and responsibility for the cleanliness and upkeep of assigned storage spaces.

4. Disbursing (S-4 Division)

General—The disbursing component is responsible for collecting and disbursing all public funds aboard ship and performing all afloat pay and allowance functions.

Pay records—Pay record functions include maintaining the military pay records and preparing money lists.

Public vouchers—Public voucher functions include preparing and verifying public vouchers as required.

Financial returns—Financial return functions include paying and collecting all public funds and preparing reports and financial returns.

5. Wardroom Mess (S-5 Division)—The wardroom mess component procures, receives, stores, issues, and accounts for foodservice and other stores; maintains related stores' records; prepares and serves food; and has the responsibility for cleaning and maintaining assigned spaces.

On large ships the S-2 and S-5 divisions may be combined into one division under the technical control of the Navy Food Service Systems Office.

6. Aviation Stores (S-6 Division)—When an aviation stores division is established, it performs all functions related to procurement, receipt, storage, issue, and accounting for aviation material.

7. Data Processing (S-7 Division)—Data processing functions include the operation of data processing equipment, maintaining files and records, and preparing and processing documents to produce records and reports as provided for in the automated supply and accounting system.

8. CPO Mess (S-9 Division)—The chief petty officers' mess component procures, receives, stores, issues, and accounts for foodservice and other stores. It also maintains related stores' records, prepares and serves food, and has the responsibility for cleaning and maintaining assigned spaces.

9 Training—The training component is responsible for maintaining and administering a formal training program, which supplements on-the-job training, to ensure a high state of readiness and to maintain continuity when personnel changes occur. The records function is the maintenance of all records incident to the formal training program, including curriculums by rating, lesson plans, schedules, individual training records, division officers' notebooks, and military training.

SHIPS WITHOUT SUPPLY CORPS OFFICERS

In ships to which no Supply Corps officer is assigned, the commanding officer designates a line officer for duty as supply officer to assist in the proper performance of supply functions aboard ship.

Study the organization of the supply department on a ship without Supply Corps officers in figure 2-3.

The designated supply officer of a ship is responsible to the commanding officer for the proper performance of the following functions:

- Economical and efficient operation of the supply department.

- Procurement, receipt, stowage when applicable, issue and accounting for equipage, repair parts, and consumable supplies required to support the ship's assigned employment unless this function has been specifically assigned to another department.

- Operation and upkeep of equipment assigned to the supply department.

- Certification for payment of lawful bills; when designated as the imprest fund cashier, the supply officer will also be responsible for both the proper disbursement and accounting of government funds.

- Operation and supervision of the general mess, including the procurement, preparation, and service of food.

- Operation and supervision of the ship's store except when someone is designated, in writing, to be the ship's store officer other than the supply officer.

- Performance of such other collateral duties as are assigned by the commanding officer.

THE SUPPLY DEPARTMENT

The supply department at your command has a vital role in the efficient operation of the entire command. The most important responsibility a supply department has is to furnish support to the command, ashore or afloat. This responsibility encompasses all materials purchased—consumables, nonconsumables, repair parts, as well as food items. The supply department is responsible for the procurement, distribution, inventory control, stowage, and accounting of materials except those specifically assigned to other systems or offices. As a senior member of a supply department within your own specialty, you may be charged with the responsibility of managing a general mess. This could be one of your most challenging and rewarding assignments. As you advance to chief petty officer, naturally your responsibilities will become greater.

During the course of your career and advancement pattern, you have acquired a wealth of knowledge in the MS field. This rate training manual, along with other publications and your acquired knowledge and experience, should enable you to efficiently manage a general mess. The administration of the various messes is covered in chapters 3 and 6 of this text.

General messes are established to provide Navy personnel with wholesome, nutritious, well-balanced meals by the proper preparation and service of food items. It will be your responsibility to ensure that the highest standards of food-service are maintained. As the assistant to the food service officer, you will be responsible for the efficient management of the general mess.

As the assistant to the food service officer, you will plan menus, order all food items, schedule deliveries of food items, and check and inspect receipts. You will also supervise storage and issue of food items, determine load capacity, administer work schedules for other foodservice personnel, assign jobs to the rotational pool personnel, and initiate corrective action for maintenance of facilities and equipment. With assistance from the medical department, you are required to administer a training program for the foodservice division in food sanitation. Instruction should be based on the Bureau of Medicine and Surgery's *Manual of Naval Preventive Medicine*, NAVMED P-5010-1, chapter 1, "Food Sanitation."

As the assistant to the food service officer in the general mess, you will not have custody or control over public vouchers or original records pertaining to the operation of the general mess. You should have access to these records and may have duplicate copies for effective administration and operation of the general mess. The responsibilities mentioned in the above paragraphs mainly pertain to the general mess.

When you are assigned to a private mess as the caterer or as assistant to the caterer, you will have additional responsibilities, and you will work directly with the mess treasurer.

The caterer is responsible for both the efficient management and operation of the officers' quarters and mess. Specifically, the caterer is charged with the following responsibilities and duties:

- Supervising the procurement, storage, and issue of all consumable provisions and supplies for the quarters and the messes.

- Obtaining funds for consumable provisions and supplies from the treasurer and accounting to the treasurer for all funds received.

- Responsibility for the government property in use in the officers' quarters and mess.

- Responsibility for the maintenance and repair of facilities and equipment.

- Responsibility for providing linens and supplies for the officers' quarters and mess.

- Responsibility for laundry and cleaning services for the quarters and mess.

- Submitting the menu to the mess president for approval.

- Supervising the preparation and serving of the food.

- Planning well-balanced and nutritious meals

- Detailing enlisted personnel within the mess.

- Responsibility for the training and qualification of assigned enlisted personnel.

- Ensuring that the enlisted personnel, whose rations are commuted to the mess, are afforded the same menu as the members The assigned personnel are provided three meals daily for each day their rations are commuted.

OFFICERS' MESS

The officers' or wardroom mess afloat consists of a president, a treasurer, and a caterer. Often the same person will act as both treasurer and caterer.

For example, in the wardroom mess, the senior line officer in command or in succession to command is the mess president. The treasurer is appointed by the CO for an indefinite period. The wardroom mess treasurer can be elected by the mess members at the discretion of the commanding officer. All members of the mess are eligible to be elected treasurer except officers who are charged with custody or disbursement of public funds. No one attached to the mess is permitted to incur indebtedness in the name of the mess without the written approval of the treasurer.

The commanding officer appoints the caterer except in those cases where the treasurer performs the functions of both the treasurer and caterer. The caterer is responsible for the operation of the mess. The caterer can be elected by the mess members at the discretion of the commanding officer.

CPO MESSES

CPO messes afloat are established according to the *Foodservice Management Manual*, NAVSUP P-486, volume II. According to this manual, when space and support personnel are available, master, senior, and chief petty officers of the Navy will have a separate mess. This also includes enlisted personnel in paygrades E-7 through E-9 of other armed forces Insofar as practical, this procedure is complied with aboard Navy ships However, some ships do not have the space or support personnel Under these circumstances, CPOs subsist in the general mess even though they may have separate places to eat

ORGANIZATION

Commanding officers are responsible for the proper operation of the CPO mess afloat in their command. Commanding officers may exert positive control if the operation or the condition of the mess so dictates. NAVSUP P-486, volume II, provides for two mess officers in the CPO mess afloat—president and treasurer.

Mess President

The mess president is the chief petty officer who is senior for purposes of military authority The *Naval Military Personnel Manual* lays down the rules for determining military seniority as

follows: (1) persons in higher paygrades take precedence over those in lower paygrades regardless of the rating held; (2) if two persons are in the same paygrade, the one with the greater amount of time in rate takes precedence; and (3) if two persons are in the same paygrade and have the same amount of time in rate, the one with the greater amount of time in the next lower paygrade takes precedence. When the president is absent, the chief petty officer next in line for assuming military authority acts as president. Only chief petty officers who are regular members of the CPO mess are eligible to become mess president.

The mess president is charged with the preservation of order and ensures compliance with the mess regulations. The president looks after the welfare of the members and sets the example of conduct and deportment expected of the members. The president also approves the menu and ensures that well-balanced, nutritious meals are served.

Mess Treasurer

The mess treasurer is appointed by the commanding officer, normally after being elected by the members of the mess. Chief petty officers who have supply, subsistence, retail sales, or disbursing duties are not eligible to serve as mess treasurer. The length of time that a CPO will serve as mess treasurer is determined by the commanding officer.

The mess treasurer is responsible for keeping an account of receipts and expenditures. An abstract of the financial condition of the mess may be determined from this account at any time. The treasurer prepares the monthly financial statement of the mess and posts a copy of this statement in the mess area The treasurer is also responsible for the receipt, safekeeping, deposit, disbursement, and accountability of mess funds. The mess treasurer reimburses the food services officer/ disbursing officer for provisions purchased from the general mess no later than the next payday following the end of the month in which the provisions were purchased.

The mess treasurer supervises the procurement, storage, and issue of all consumable provisions and supplies. The treasurer must not incur any indebtedness that cannot be defrayed with mess funds. The treasurer also must not permit the procurement of stores for the mess under an agreement whereby the supplier permits payment upon consumption. Unless circumstances beyond control prevent doing so, the treasurer must ensure that all bills are paid before the ship leaves port. Should any bills remain unpaid, the mess treasurer must notify the commanding officer of the number and amount of these bills on the day the ship leaves port. No one other than the mess treasurer may incur any indebtedness in the name of the mess without the mess treasurer's written permission.

The mess treasurer supervises the preparation and serving of the food in the mess and, with the concurrence of the mess president, approves the menu. The treasurer details the Mess Management Specialists and foodservice attendants assigned to the mess and is, therefore, responsible for their training and qualification. The mess treasurer provides these personnel the same menu given to mess members. The treasurer also provides them three meals each day while their rations are commuted to the mess.

The mess treasurer is responsible for the government property in use in the mess and for the maintenance and repair of the facilities and equipment. The treasurer is also responsible for and supervises the cleaning of equipment and spaces assigned to the mess and its members.

Before a mess treasurer is relieved, the treasurer holds a physical inventory with a successor. The successor must receipt all funds, merchandise, supplies, provisions, and equipment. Deficiencies noted during the inventory are detailed in the joint relief statement in triplicate. The original is delivered to the commanding officer for the official files. A copy of this statement is retained by both the incoming and outgoing mess treasurers.

In the temporary absence of a mess treasurer for a period of not more than 30 days, the commanding officer appoints another CPO in an acting capacity. The commanding officer prescribes the extent to which the acting treasurer will assume the duties as mess treasurer. When the absence is for a period of more than 30 days, a permanent relief is required.

Staffing

For every 75 members of a CPO mess or any fraction thereof, the supply officer provides a Mess Management Specialist. Regulations do not stipulate the length of time these personnel serve in the CPO galley, but usually the period is not less than 3 months.

The mess is also allowed one foodservice attendant for every 15 members of the mess or any fraction thereof. Normally, specified divisions provide foodservice attendants for the CPO mess. In some cases, however, all foodservice attendants are assigned to the general mess; the messdeck master-at-arms then selects the correct number to serve in the CPO mess.

Board of Governors

Some ships, in addition to the mess president and the elected mess officers, have an advisory group or board of governors composed of the senior chief of each department. On carriers, the senior chief of each air detachment or squadron reporting aboard is automatically a member of the board of governors.

The board meets with the mess officers to discuss and decide matters of importance to the mess. Members of the board represent the other chiefs from their respective departments. Through the board members, the chiefs' complaints and suggestions are brought to the attention of the mess officers. The board may or may not have any real authority, but in any case, it serves a worthwhile purpose.

SUPPLY DEPARTMENT ASHORE HAVING GENERAL MESS FUNCTIONS

There are many kinds of supply department organizations ashore that have a foodservice division when authorized by the Naval Supply Systems Command.

FUNCTIONS

The functions of a supply department ashore are similar to those of a supply department afloat. However, the scope of supply functions is much broader since shore stations provide supply support on a greater scale than they do on board one small ship. These functions are standardized throughout shore stations and are described in detail in chapter 1 of *Afloat Supply Procedures*, NAVSUP P-485.

CHAPTER 3

ADMINISTRATION

One of your most important duties as MS1/MSC is to assume, under the direct supervision of the food service officer, the responsibility for the operation of the galley, the bakeshop, and other foodservice spaces. This chapter discusses the regulations, instructions, and duties involved in the administration of the general mess.

REGULATIONS AND INSTRUCTIONS

Messes are operated according to the various laws, directives, regulations, and instructions. Some laws apply to all services, others apply only to the Navy. Some regulations and instructions are Navy wide and some are local. As a First Class or Chief Mess Management Specialist, you should be familiar with all of these laws, directives, regulations, and instructions that pertain to the operation of the general mess It is your job to see that they are enforced

STATUTORY INSTRUCTIONS

The Department of Defense (DoD) Directive 1338 10 of 12 June 1979 establishes uniform policies and procedures governing the food allowance for enlisted members of the military services and is in agreement with the Navy Ration Law (Title 10, U S Code 6082) The monetary value of the basic daily food allowance is developed from the Standard DoD Food Cost Index which contains a representative list of specific quantities of food items derived from the Navy Ration Law and the current Department of Defense Appropriation Act.

Besides the laws on rations, chapter 145, Title 10, U.S. Code (Public Law 436, 82 Congress 1952) and DoD Directive 5160 11 authorized the publication of a *Federal Supply Catalog* for food items. The items contained in this catalog are those classified in FSC Group 89 (except class 8965) for which activities in the DoD have recorded requirements.

REGULATORY INSTRUCTIONS

Regulatory instructions that refer to the general mess include the *U S. Navy Regulations, 1973*; the Naval Supply Systems Command Publication 486, *Foodservice Management*; and the *Navy Comptroller Manual*; as well as the Navy Food Service Systems Office instructions and notices.

Navy Regulations states that "all enlisted members other than those who are members of the chief petty officers' mess, or are on commuted rations, shall be fed in the general mess."

You will have little occasion to refer to the *NAVCOMPT Manual*, since the regulations included in it cover the financial business of the general mess, the allotment on which it operates, and the payment of bills These are the concern of the supply officer or (when there is no supply officer aboard) the commanding officer and the officer to whom this function is delegated. As a leading MS, you will not pay the bills.

NAVSUP P-486, on the other hand, is your guide You should be thoroughly familiar with NAVSUP Publication 486, *Foodservice Management Manual*, volumes I and II. You should also be thoroughly familiar with the chapter concerning "Food Sanitation" in the *Manual of Naval Preventive Medicine* (NAVMED P-5010-1). As a supervisor of foodservice functions, you must be certain that the regulations in this publication on sanitation, storage, and the preservation and refrigeration of food items are scrupulously observed

Besides these publications, you should have access to current NAVFSSO instructions and notices. These will usually supplement or elaborate on laws or regulations concerning the general mess, as well as special conditions pertaining to them

DUTIES AND RESPONSIBILITIES

The commanding officer, executive officer, medical officer, supply officer, food service officer, Mess Management Specialists, and other foodservice personnel have certain responsibilities regarding the operation of the general mess. Their duties are outlined in the following paragraphs.

DUTIES OF THE COMMANDING OFFICER

The commanding officer is responsible for the overall administration of the general mess. This responsibility includes taking steps to preserve the health of the personnel and establishing the hours of feeding. The CO designates an officer or a senior enlisted member to be present and to sample each meal and to report to the CO if there is any cause for complaint on the quantity, quality, or service of the food. When a deviation in the assignment of areas of responsibility to foodservice personnel is considered necessary, the commanding officer authorizes the deviation and clearly delineates the area of responsibility in writing. Authorized deviations may be included in the Supply Department Organization Manual. The commanding officer of a ship without a Supply Corps officer may delegate the actual operation of the general mess to any officer in the command. The officer so delegated is designated as the food service officer, and as such is responsible for the administration of the general mess and should sign the General Mess Operating Statement (NAVSUP Form 1358).

DUTIES OF THE EXECUTIVE OFFICER

The executive officer is responsible for the following duties and for the accuracy of the reports required in connection therewith:

- Assigning personnel to the food service officer from departments other than the supply department to serve as master-at-arms for a recommended period of at least 90 days (when the billet is not written into the ship's manning document).

- Detailing nonrated personnel (foodservice attendants) for duty in the general mess for a recommended period not to exceed 90 days.

- Notifying the food service officer of any significant changes in the estimated number of personnel to be fed on the following day. (This duty may be delegated to the personnel officer.)

The executive officer notifies the food service officer informally regarding the number of meals to be reserved for personnel on working parties or on special detail assignments.

DUTIES OF THE MEDICAL OFFICER OR DESIGNATED MEDICAL REPRESENTATIVE

The responsibilities of the medical officer/ designated representative include the following:

- Performs a fitness-for-human-consumption inspection upon receipt of food items from commercial sources

- Examines foodservice personnel (Mess Management Specialists) for physical appearance and state of health

- Examines foodservice attendants for physical appearance and state of health

- Assists in the planning and administration of training programs for foodservice personnel in personal hygiene, sanitation, and safety

- Surveillance of sanitation of foodservice spaces and equipment

- Exercises constant surveillance over the sanitary aspects of food preparation and service

- Must be available to inspect food items if there is any doubt as to their fitness for human consumption

DUTIES OF THE SUPPLY OFFICER

Officers of the Supply Corps are assigned to duty as the supply officer or as assistant to the supply officer. The supply officer performs both the supply and foodservice duties when only one Supply Corps officer is assigned to duty where a general mess is operated. When an assistant to the supply officer is assigned and the local command designates such an officer as the food service officer, the food service officer is financially accountable and responsible for the operation of the general mess and for the

submission of returns in the name of the food service officer (FSO). Aboard ships without Supply Corps officers, the commanding officer designates, in writing, an officer to act as the food service officer. The supply officer and the food service officer may, or may not, be one and the same; however, the officer designated as the food service officer is financially accountable and signs the general mess returns. The term *accountable food service officer* includes officers of the line, the staff corps, or the chief warrant officer, but does not extend to enlisted members unless specific authorization is given by the Navy Food Service Systems Office.

The supply officer has the following responsibilities:

- Procurement, storage, and rotation of food stocks to support the general mess
- Sale and transfer of food items
- Navy Stock Fund accounting at activities carrying food items in the Navy Stock Account
- General supervision of foodservice operations
- Ensuring that instructions are prepared prescribing foodservice safety precautions
- Ensuring that sanitary regulations and equipment operating instructions are followed

RESPONSIBILITIES OF THE FOOD SERVICE OFFICER

The food service officer has the overall responsibility for the effective operation of the entire general mess. Although the food service officer (FSO) is tasked with this responsibility, it would be impossible and impractical to assume that the FSO could carry out all of these responsibilities without the support and experience of the first class and chief petty officers. The first class and chief petty officers should assume as many of these responsibilities as possible with the exception of accountability which cannot be delegated. The leading Mess Management Specialist and the FSO should cooperate and coordinate all duties to the maximum; each supporting the other.

The food service officer, in cooperation with the MSs, ensures that the general mess is at all times adequately supplied with food items in sufficient quantities to meet normal operating requirements. The food service officer must ensure that general mess stocks are issued before reaching the end of their normal storage life.

The food service officer, with the assistance of the MSs, prepares instructions covering the following:

- Operating instructions for equipment.
- Safety precautions for food preparation, including prohibition of the use of steel wool for cleaning all food-handling equipment and utensils.
- Sanitary regulations for general mess and related spaces. (These regulations may be combined with instructions covering safety precautions and equipment operating instructions.) Sanitary regulations must be coordinated with and approved by the medical department.
- Maintenance of a refrigerator log for entering temperature readings twice daily and at other times when considered necessary.

Instructions prescribing safety precautions and operating instructions for equipment; safety precautions for food preparation; and sanitary regulations need not be prepared when laminated placards incorporating the requirements of responsible bureaus, offices, or systems commands are posted Such placards are available as cognizance symbol I materials

Personnel Assignments

The food service officer is responsible for the assignment of personnel to the duties for which they are best suited by reason of their ability, training, and personality. These assignments should reflect the recommendations of the leading MS. Personnel assigned duties in the storeroom should NOT keep the general mess records. The food service officer obtains and assigns strikers for the foodservice section, recommends advancements in rating, assigns proficiency marks, and is responsible for the on-the-job training program for all foodservice personnel. The food service officer works through assistants, according to the lines of authority for the foodservice division.

Sanitation and Orderliness

The leading MS is directly responsible to the food service officer for the maintenance and sanitary conditions of all foodservice spaces, equipment, and utensils. The leading MS requires all foodservice personnel to be clean and neat of person and attire. The leading MS prescribes and enforces rules and regulations for general cleanliness, for sanitation of equipment and utensils, for cleanliness of working uniforms of personnel, for stowage of material, and for sanitary procedures to be followed in the preparation and service of food. Another requirement for all foodservice personnel is to be familiar with the publication, *Foodservice Operations* (NAVSUP P-421). The food service officer is held directly responsible for food-borne illnesses resulting from improper or careless preparation, serving, or storage of food. To ensure that all foodservice section rules and directed procedures are being adhered to, the food service officer or the leading MS makes both routine daily inspections and thorough weekly inspections of all foodservice personnel, spaces, and operations.

Preparation and Service of Food

The food service officer must ensure that the general mess menu is prepared by the leading Mess Management Specialist. The food service officer should analyze and check the menu carefully to ensure that meals are nutritiously well balanced and that variety is suited to crew preferences. Any changes necessary should be made before recommending the menu for approval by the commanding officer. The FSO must ensure that foodservice personnel comply with all section orders on the proper preparation of food and should periodically inspect and sample foods that are ready for serving in the general mess The leading MS ensures that the food service officer's orders and regulations concerning the service of food, the scullery operation, and the handling of food wastes are properly followed by the foodservice attendants. The leading MS must also ensure that orders and instructions are adhered to in regard to food conservation. The food service officer must ensure that all foodservice personnel and foodservice attendants receive initial and refresher courses in food sanitation according to current Secretary of the Navy instructions.

Maintenance of Spaces and Equipment

The leading MS is directly responsible to the food service officer for the proper maintenance of all spaces and equipment of the foodservice section. The public works officer or repair officer must be advised in writing of required repairs or alterations to foodservice equipment and spaces.

Reports and Returns

The food service officer is responsible for the maintenance of the required records and general mess returns. The FSO may use such additional local forms and reports as deemed necessary and helpful in the operation of the general mess and in the preparation of the returns. The FSO must not substitute these forms for required forms without prior authorization from the Navy Food Service Systems Office. The FSO is responsible for the timely completion and submission of the monthly Ration and Sales Report (NAVSUP Form 1357). The FSO is responsible for obtaining the required signatures on certifications of rations fed to specified categories of personnel. Supply Corps food service officers afloat and ashore submit general mess returns in their own name while returns of ships and ashore activities without Supply Corps officers are signed by either the commanding officer or the designated food service officer All forms and records that are retained for record purposes should be prepared in ink or typewritten

DUTIES OF FOODSERVICE PERSONNEL

All foodservice personnel are under the control of the food service officer, who is responsible for the proper assignment of all personnel and for ensuring that the duties of all personnel are carried out. When officers do not have a separate wardroom mess and are fed from the general mess, wardroom Mess Management Specialists are assigned to assist in food preparation task within the general mess organization. According to Article 1119-2, *U.S. Navy Regulations, 1973*, no person employed in the service of a general mess will receive money or gifts from the members of the mess. It is the responsibility of the food service officer to ensure that all foodservice personnel, including foodservice attendants, comply with this regulation.

If vacancies in the authorized allowance for Mess Management Specialists remain unfilled and the available number of Mess Management Specialists is inadequate to perform all necessary duties of the general mess, the executive officer is requested to detail suitable members from other departments.

Leading Mess Management Specialist

The leading Mess Management Specialist will neither have custody of, nor control over, the original records of food items received in the general mess, nor will the leading MS prepare public vouchers or general mess returns. The leading MS should have access to these records for effective planning purposes. Duties will be confined to the galley, bakeshop, and other foodservice spaces assigned to the MS and the work directly connected to these spaces. The leading Mess Management Specialist is in charge of the serving line, scullery, and the area required for the handling of food wastes only in the absence of the master-at-arms. The duties of the leading MS are coordinated with the duties of the master-at-arms. The leading Mess Management Specialist has the following responsibilities:

- Is in direct charge of the galley
- Ensures that all equipment, fittings, and cooking utensils are kept at maximum efficiency
- Reports to the food service officer for corrective action, repairs, or alterations as needed
- Is in charge of all personnel assigned to the galley and associated spaces
- Makes suggestions to the food service officer relative to the assignment of Mess Management Specialists to foodservice watches
- Musters the foodservice personnel of the galley and associated spaces each morning and conducts an inspection of all personnel for cleanliness of person and clothing and makes a report of the inspection findings and of the absentees to the food service officer
- Supervises the issue and preparation of food and instructs foodservice personnel so that food is prepared in the most economical, attractive, and appetizing manner possible within the allowed Navy ration, using the Armed Forces Recipe Service or locally approved recipes
- Ensures that every precaution is taken to prevent contamination of food, and carefully inspects all food before it is prepared or served
- Reports to the food service officer if there is any doubt as to the quality of the food, so that proper determination may be made by the medical officer as to whether the item or items will be served
- Ensures that all foodservice section orders and ship and station regulations are enforced in associated spaces
- Prepares the general mess menu for the food service officer
- Keeps such duplicate records concerning the receipt, inventory, and expenditure of food items as may be necessary to schedule menus
- Ensures economy and establishes usage data necessary to the proper performance of duties
- Is responsible for the daily preparation and maintenance of Food-Preparation Worksheet (NAVSUP Form 1090)

Other Mess Management Specialists

Other Mess Management Specialists include the following personnel

WATCH CAPTAIN.—A Mess Management Specialist is assigned and is responsible for carrying out the daily routine of work in the galley. The person so assigned is under the supervision of the leading Mess Management Specialist.

The leading Mess Management Specialist in charge of the galley watch assigns an experienced Mess Management Specialist to the serving station to ensure that food is properly arranged, handled, and served All Mess Management Specialists assigned to duty in the galley, bakeshop, meat preparation room, issue room, and serving station perform such duties as may be assigned to them by the leading Mess Management Specialist. These people follow all instructions and rules established for foodservice personnel and general mess operations.

BAKER.—The leading Mess Management Specialist is responsible for the efficient operation of the bakeshop. A Mess Management Specialist

may be detailed as in charge of galley and in charge of bakeshop, respectively, to coordinate the work of the watches and to supervise relieving the watch

VEGETABLE PREPARATION ROOM SUPERVISOR.—A Mess Management Specialist, called the vegetable preparation room supervisor, is detailed for duty in charge of the vegetable preparation room and is responsible for the efficient operation of this space.

MEAT PREPARATION ROOM SUPERVISOR.—If necessary, a Mess Management Specialist will be detailed for duty in charge of meat preparation.

JACK-OF-THE-DUST.—The person who is placed in charge of the issue room is known as the jack-of-the-dust (or more formally known as the subsistence issue room storekeeper). This person receives and stores issue room stock required to support the general mess menu. The jack-of-the-dust issues food items to the Mess Management Specialist on watch and other persons as authorized by the food service officer. This person is responsible for the orderly condition of the issue room and such other spaces as may be assigned

SUBSISTENCE BULK STOREROOM STOREKEEPER.—In the dry provision bulk storeroom, either a storekeeper or a Mess Management Specialist may be in charge. Refrigerated spaces are usually the responsibility of a Mess Management Specialist. The bulk storeroom storekeeper is responsible for proper storage, care, and inventory of food items in custody The storekeeper must follow breakout procedures and must maintain the prescribed files and records

MESSDECK MASTER-AT-ARMS.—The billet of the messdeck master-at-arms, when written into the ship's manning document (SMD) billet structure as a Mess Management Specialist, is permanently assigned to the supply department. When assigned in this manner, the master-at-arms is directly responsible to the leading Mess Management Specialist. When the activity billet structure does not provide for the assignment of a Mess Management Specialist as the master-at-arms, the master-at-arms is assigned to the foodservice division by the executive officer. The master-at-arms coordinates all duties with the leading Mess Management Specialist but is directly responsible to the food service officer or a designated representative who normally is the leading Mess Management Specialist. When a member other than a Mess Management Specialist is assigned to duty as the master-at-arms, the member becomes a temporary member of the supply department. Collateral duties or watches that interfere with the primary duties as master-at-arms normally will not be assigned. The messdeck master-at-arms has the following responsibilities:

- Is in charge of all spaces and equipment in the serving line, scullery, and food waste-handling areas except the equipment or areas under the responsibilty of the leading Mess Management Specialist
- Assigns foodservice attendants in the service of food, the maintenance and cleanliness of spaces and equipment, the operation of the scullery, and the handling and disposal of food wastes in coordination with the leading Mess Management Specialist
- Musters foodservice attendants daily and thoroughly inspects for personal neatness and cleanliness
- Supervises the cleaning of the messdecks, serving lines, scullery, and the mess gear
- Ensures that the scullery is operating according to current instructions
- Inventories and maintains adequate mess gear to ensure that a sufficient quantity will be available throughout the serving period
- Administers a training program for foodservice attendants in sanitation, scullery operation, and food handling in conjunction with the medical department
- Maintains order and discipline in assigned areas
- Supervises the signing and control over the Meal Signature Record (NAVSUP Form 1291) and is responsible for the preparation of the Recapitulation of Meal Record (NAVSUP Form 1292)

FOODSERVICE ATTENDANTS.—Foodservice attendants are enlisted members detailed to the general mess for duty in any or all of the following capacities:

- Serving of food on the serving line
- Maintenance of cleanliness and sanitation of the spaces and equipment

- Operation of the scullery and the handling and disposal of food wastes
- Loading and unloading supplies for the general mess

In addition, foodservice attendants may be detailed to work in the vegetable preparation room and to wash cooking and baking utensils in the galley and bakeshop

Detail of Enlisted Members.—According to Article 0847-1, *U.S. Navy Regulations, 1973*, petty officers and noncommissioned officers will not be detailed as foodservice attendants except when nonrated personnel are not available.

Assignment of Foodservice Attendants.—The number of foodservice attendants assigned to the general mess and to the chief petty officers' mess will be based on the requirements of the ship's manning documents (SMDs) or other staffing criteria and on the actual onboard strengths. The number of foodservice attendants assigned must be sufficient to maintain a high standard of Navy foodservice and sanitation while performing tasks and duties.

Strikers for Mess Management Specialist — Personnel desiring to strike for the Mess Management Specialist rating should be detailed to various types of foodservice duties so that they may receive thorough training They assist the rated Mess Management Specialists in the more skilled types of work, in this way, they receive on-the-job training They are subject to the same rules of conduct, cleanliness, and performance of duty as rated members.

CLOTHING FOR FOODSERVICE PERSONNEL AND FOODSERVICE ATTENDANTS

Foodservice personnel at work in the galley and messing areas must wear, as a minimum, tee shirts, trousers, caps, aprons, and (when appropriate) serving jackets, which are issued as a sanitary safeguard for the protection of general mess patrons. The basic mandatory requirements for foodservice clothing pertain to cleanliness and sanitation, not color. Therefore, items of clothing may either be white, striped, print, or any appropriate color as long as prescribed standards of cleanliness and sanitation are maintained. Traditionally, white clothing items have been preferred, since they present a more sanitary appearance to patrons. Monograms and heraldic patches of the ship or activity also are authorized for issue to be worn on the issued articles of clothing. The cost of clothing items, monograms, and heraldic patches for military foodservice personnel is charged to the operation and maintenance allotment of the activity or the operating target funds of the ship. Issues of clothing for civilian personnel used as foodservice attendants are made according to contract or hiring specifications. As a supervisor of the general mess functions, you must be certain that the regulations in the *Manual of Naval Preventive Medicine* (NAVMED P-5010-1) are scrupulously observed.

SECURITY

Physical security in the supply department pertains to the security of classified publications and correspondence, the safekeeping of funds and other specified items in the supply officer's safe, and the custody and safekeeping of keys to supply spaces.

Senior MSs are often called to stand supply duty officer watches; therefore, you should familiarize yourself with key security regulations as they pertain to supply department spaces.

FILES, RECORDS, AND PUBLICATIONS

Your supply officer assures the commanding officer that office records and publications are safeguarded from loss or destruction. Such records and publications are taken out of the supply office only when absolutely necessary, and then, only by authorized personnel.

You may, on occasion, have to handle or use correspondence or publications with security classifications When you do, handle them according to the *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1. Current shipboard security instructions may contain additional requirements for handling classified matter.

KEY SECURITY

Afloat Supply Procedures, NAVSUP P-485, and *Foodservice Management*, NAVSUP P-486, describe current security information.

The basic rules set down by the NAVSUP P-485 for key security are as follows:

- Supply spaces must be kept locked when not in use.

- Custody and responsibility for any space must rest with the person in charge of that space.

- Keys to supply space padlocks must not be taken from the ship but must be turned in to the key locker when the custodian goes ashore. Keys to general mess working spaces may be passed between watch captains and not locked in the key locker.

- Whenever an original or duplicate key is lost, a new lock must be placed in use.

- Combinations to locks must not be recorded in writing except for a written combination in a sealed opaque envelope. This envelope must be signed over the flap by both the custodian and the accountable officer in the presence of the custodian and the accountable officer and retained in the accountable officer's safe.

- All key padlocks must be of 1 1/2-inch size.

- All keyless padlocks must be three-combination, manipulation-resistant type.

Aboard submarines, because of unique space limitations and the necessity for stowing material in widely separated small spaces, it is not feasible to keep all supply spaces locked. Fleet, type, and local instructions make necessary provisions for appropriate deviations.

Train your personnel to lock the padlock on the staple and remove the key whenever they enter a storeroom or other locked supply department space. This procedure prevents keys from being locked in the storeroom, locks from being lost or switched by unauthorized personnel, and members from being locked in the space by a passerby who may think the space has been inadvertently left unlocked.

Keys and locks are grouped into four categories according to the spaces they safeguard. These categories are briefly described below.

Group I (General Supply)

The group I designation applies primarily to spaces containing such material as general stores and repair parts stowed in the custody of the supply officer aboard ships with central storerooms.

It does apply, however, to a limited extent aboard ships without central storerooms when repair parts are stowed in the custody of the supply officer.

Each lock is passed by an original and duplicate key different from the keys to any other space. The original should be in the possession of the person in charge of the space during working hours, after which it should be turned over to the duty petty officer to be placed in a general key locker in the supply office. The duplicate key should be kept in the supply office key locker, in a special duplicate key locker, or in the supply officer's safe. An original master key, which will pass all locks in group I, may be retained in the custody of the duty petty officer designated by the supply officer. A duplicate master key should be in the custody of the supply officer.

Group II

Group II consists of general mess spaces, including the galley, bakeshop, bread room, meat preparation room, vegetable preparation room, subsistence issue room, refrigerator spaces, and subsistence storerooms. Each lock is passed by an original and duplicate key different from the key to any other space These keys should be handled as in the case of group I except that the keys to the galley, bakeshop, bread room, meat preparation room, and vegetable preparation room should not be turned in to the key locker but should be passed between watch captains as they relieve each other. A master key, original only, should pass all locks in group II. The master key to group II may be retained in the custody of the officer or petty officer designed by the supply officer If a duplicate master key is furnished, it is retained in the custody of the supply officer.

Group III (Ship's Store)

Group III spaces consist of the ship's store including bulk storerooms, retail stores, and all related facilities except service activities.

Keyless padlocks, national stock number 9Z-5340-00-285-6523, must be used to secure all group III spaces. Each keyless padlock is provided with a setting-in key and instructions for setting the combination. The custodian of the space must do the following:

1. Set a combination in the lock.
2. Record the combination on a piece of paper.
3. Place the paper and the setting-in key in an opaque letter-size envelope.
4. Seal the envelope.
5. Sign over the flap of the envelope in the presence of the accountable officer.
6. Turn the envelope over to the accountable officer.

The custodian must not record the combination anywhere other than on the paper turned in to the accountable officer or disclose the combination to any person. The accountable officer keeps the sealed envelope in the safe. If emergency entry is necessary, the accountable officer may remove the combination from the envelope and enter the space with at least two witnesses. In an immediate emergency, such as a fire, damage control nippers or burners may be used to cut the lock. If the custodian is absent when emergency entry is made, the space must be secured by replacing the lock or car seal in the presence of the two persons witnessing the entry Upon returning, the custodian must change the lock combination. The custodian may also conduct an inventory.

Group IV (Service Activities)

Group IV consists of ship's service activities, including the barbershop, tailor shop, and laundry. However, if cash sales or other cash transactions are made through these service activities or if material intended for ultimate cash sale is stored in them, they must be treated as group III spaces for key security purposes.

Each lock is passed by an original key different from the keys to any other space. The original key must be in the possession of the person in charge of the space during working hours, after which it will be turned over to the duty petty officer to be placed in a general key locker in the supply office. The duplicate keys are kept in the supply office key locker, in a special duplicate key locker, or in the supply officer's safe. An original master key, which will pass all locks in group IV, may be retained in the custody of the supply officer or the designated assistant. The duplicate master key must be in the custody of the supply officer.

MASTER KEYS

A GRAND MASTER key that fits all locks to groups I, II, and IV must be kept in the custody of the supply officer. Also, the supply officer has control over separate master keys for each of groups I, II, and IV spaces, because locks for these spaces are issued in separate master sets.

The supply officer can authorize the passing of the duplicate key between duty supply officers or duty petty officers when the number of supply officers is such that the senior petty officers are required to act as department duty officers.

SPARE LOCKS

Padlocks in master series come in sets of 10, 20, 40, and so forth. A set of sufficient quantity should be ordered to provide a surplus of 10 percent spare locks when installing or replacing a master set series. The surplus spare locks will be in the custody of the supply officer and will be issued to replace those locks having lost or broken keys or those locks that fail to function properly.

KEY LOCKER

The general key locker in the supply office is for the stowage and security of all keys to groups I, II, and IV spaces. The original key to this locker is in the possession of the supply officer. In supply department instructions the supply officer specifically provides for passing the duplicate key to the key locker between supply department duty petty officers.

CONSERVATION INSTRUCTIONS

The world's finest foods are provided for the Navy, but the food budget isn't elastic and it's up to you to help keep it within reasonable limits. Waste is one way to send costs shooting skyward. Conservation is the best way to keep costs under control. As the person in charge of the general mess, you should make it a matter of pride to have

a low record of spoilage and leftovers. Here are a few basic rules to help you avoid needless waste of food.

- Order only what food items you need and have room to store.
- Store food items properly so that there is no loss from spoilage or insect infestation.
- Plan, prepare, and serve meals that the patrons like and will eat.
- Use leftovers promptly and efficiently.

CONSERVATION IN ORDERING

The time to start conserving is when you are ordering food items. Know your storage space and order only what you can store properly. Suppose you need a 60-day supply of eggs but have storage space for only a 30-day supply. Don't take a chance on losing eggs by storing them improperly. Order the 30-day supply that you can properly handle, then fill any additional needs with whole frozen, or whole dried, powdered eggs.

If you must use deck lockers instead of below-deck compartments for storing fresh leafy vegetables, order only the amount that will be consumed before they start to spoil; use your canned, dehydrated, dried, and frozen vegetables that have similar vitamin content.

Never order food you know the patrons do not like, even though you have storage space for unlimited quantities. If you find that the crew will not eat kale, no matter how you prepare it, choose a more popular vegetable with similar food value, such as spinach or turnip greens. Check your acceptability records.

CONSERVATION IN HANDLING

Careful and prompt handling is important. The slightest bruise on a tomato or an apple can start spoilage, which will spread rapidly through a bin or crate. The same is true in handling canned goods. A dent in a can may start rust which will penetrate the can and hasten spoilage.

CONSERVATION IN PLANNING

You can eliminate waste by planning your menus carefully. Keep a record of the success or failure of several menus by posting to the food preparation worksheet. Note the amount of food left on the trays and listen to the patrons' comments. If there are complaints, find out why the menu did not appeal to them; whether the food was improperly prepared or improperly seasoned; whether the food was cold when it should have been hot, or warm when it should have been cold. Be sure to take corrective action immediately when you discover the reason for complaints.

Naturally, you can't serve the most popular meal day after day. Your ration budget will not permit it. Besides, the meal would soon become monotonous and lose its popularity. Work on the less popular menus and try to increase their popularity by improving them in some way. Maybe a little change will make the difference.

CONSERVATION IN PREPARATION

The success or failure of a meal depends a great deal upon properly timed cooking. If chops or similar meats are to be served, cook only enough to get the meal started. Then continue preparing the chops during the serving, keeping just ahead of the demand. As the end of the serving line approaches, make an accurate count of how many more servings will be needed in order to avoid wasted rations/money.

Many items lose their taste or attractiveness if they are prepared too far in advance or in large quantities. It is good management to use progressive cooking practices. Check the Food-Preparation Worksheet for instructions

Accurate computations will enable you to prepare the proper amount of food Keep a record of the amounts of the various foods needed to serve each meal. Be sure you get a correct count as to the number of people who are ashore in the liberty party or absent for other reasons These records will serve as a basis for more accurate calculations in the future. Insist that your people carefully weigh the quantities to be used, otherwise, accurate calculations are a waste of time

The proper cleaning and paring of vegetables will eliminate much waste. The MS in charge of the vegetable preparation room must see that potatoes are not left in the potato peeler too long. The eyes of potatoes should be carefully removed with a small paring knife. Simmering the potatoes in their jackets helps eliminate waste and conserves the nutrients.

Be sure that only experienced personnel open canned items. The contents of each can should be examined carefully before they are emptied into a large container. The spoiled contents of one can will make a whole kettle full of canned food unfit

to serve. FOOD OF QUESTIONABLE QUALITY SHOULD BE TREATED AS BAD FOOD.

When several eggs are to be stirred, mixed, or beaten together, each egg should be broken into a small bowl so that it can be examined before it is placed in the large container. In this way, a spoiled egg can be discovered before it spoils the rest of the eggs.

Take care that vegetables are not overcooked. Cooking should end just as soon as the vegetables are tender. Longer cooking destroys food value and appearance.

All foods fried in deep fat should be removed from the fat as soon as they are done. Let them drain in the basket for a few seconds or place them on absorbent paper to absorb excess fat.

Thoroughly chill all fresh vegetables that are to be used uncooked in salads. Keep them in the refrigerator until it is time to prepare them. Then put them back in the refrigerator to keep them crisp and fresh. DO NOT put the dressing on a salad until just before it is served, or the dressing may make the fruits and vegetables wilt.

Pork, fish, poultry, and veal must always be well cooked no matter what method is used.

Soups are not appetizing if they are greasy. To prevent this, let soup stock cool until the fat hardens on the surface, then remove it. Use this fat when you make gravies or sauces for meats or refrigerate and use the fat within 36 hours.

CONSERVING WATER AND FUEL

You must keep things clean, but this doesn't mean that you have to waste water. It isn't necessary to fill a 60-gallon kettle full of water to clean it. It can be cleaned just as well with less water.

If a lot of water is used on the deck of the galley afloat when it is being cleaned, valuable water reserves are wasted It takes fuel to produce water so always be conservative.

Water boils at 212°F (100°C); remember it can't get any hotter than boiling in an open vessel. It will just boil away. Besides, the fresh water on your ship is made in the ship's distilling plant, and it takes precious fuel oil to keep the plant operating. Turn the heat down to the point where the water is barely boiling when you need boiling water.

The same is true of oils and fats used for cooking. Excess heat wastes fuel, injures equipment, and makes working spaces around the range uncomfortably hot. Teach your people to use the right degree of heat and not to waste energy.

CONSERVING PERSONNEL STRENGTH AND EQUIPMENT

One person who knows the job can do the work of at least two who don't—and that person can do it in half the time. Remember this when you are planning the menu and when you assign personnel to specific jobs. Conservation of manpower is important.

Conserve equipment, too, by insisting that your people follow instructions printed on the plates of your ranges, mixers, and other equipment.

Cleanliness is vitally important, but cleaning agents should not be used indiscriminately; for instance, lye should never be used in spaces where food is served.

A Machinist's Mate takes care of the oiling of your equipment, but it's up to you to be sure that the oiling is done regularly. Normally, the galley equipment needs oiling once a week; if it is given more than normal usage, it should be oiled more often. When breakdowns occur, they are always handled by a Machinist's Mate, Electrician's Mate, or some other qualified person. *Don't try to make your own repairs.* Call for a qualified repairman.

LEADERSHIP

Leadership is the art of influencing human behavior. It may be defined, in a broad sense, as the art of imposing one's will upon others in such a manner as to gain their confidence, their respect, and their loyalty Simply stated, leadership is the ability to manage people. The outstanding leader will instill in subordinates the desire to be led, so that they will comply with and support the policies of the organization whether the leader is present or not.

A person cannot develop into a leader unless a person wishes to become one. A person who wishes to become a leader must be willing to make the sacrifices required of a good leader. The person who feels that leadership is all glory with little responsibility will be greatly surprised when the realization that the glamor and prestige attached to the job as leader are outweighed by the worries, the work, and the responsibilities Leadership requires hard work and often little material reward may be forthcoming. In many instances, it is the proper attention you give to the smallest detail that determines how successful your endeavors will be and the impact it will have upon those under your supervision.

MANAGEMENT

Management involves formulating the plans, coordinating the duties, and supervising the work of an activity, as well as assuming the responsibility for the results. Good management is the key to effective mess operations. Whether afloat or ashore, you, as a Mess Management Specialist, will be responsible for managing a number of processes related to foodservice; these processes include the procurement, receipt, handling, stowage, cooking, and serving of foods, and the accountability for food and equipment in your custody.

The manager plans, organizes, details people for positions and work stations, directs their work, and takes corrective action when necessary. It is the responsibility of the manager to get the work done by organizing, directing, and controlling the activities of others. As a manager, you would not operate a meat slicer, work on a serving line, or handle stores; you would direct others to do this. If a manager does these things, management will suffer. The manager's work consists of coordinating the activities of other people in such a way that they work together effectively and efficiently to accomplish the task at hand. One of your primary objectives, therefore, is to establish a supportive, harmonious relationship with your subordinates. Another objective is to ensure that your customers are provided with wholesome, nutritious, and highly acceptable meals. The accomplishment of this task will be less complicated and less difficult if your people are well informed, well trained, and properly supervised. The end product in meal preparation is perfection in the food preparation and customer satisfaction.

To be an effective manager, you must be a leader, which means that you must be able to gain the confidence of all those you supervise and direct their efforts toward a common goal

SUPERVISION

Navy messes operate according to detailed written regulations and instructions. Mess Management Specialists must learn the most basic of these regulations and must know where to look up appropriate instructions for all mess procedures; but the matter does not end there. The responsibility for seeing that the regulations are observed rests with you, the supervisor. Human nature being what it is, people will sometimes attempt to take shortcuts, may often become careless, or for other reasons disregard regulations unless you, as the supervisor, insist upon compliance with the regulations at all times. You can and should impress your people with the importance of obeying the rules by your own example and by observing and inspecting their work. Usually, compliance is easier to obtain if personnel understand the reason for a rule or a procedure; therefore, this should be a part of the training.

Good supervision requires that you know what is going on in the foodservice spaces at all times. Learn to work at one thing, and at the same time be aware of what all of your people are doing. It may seem hard at first, but it is essential to good management and supervision. A good supervisor knows that some people are able to work well on their own with limited supervision, and some need more extensive supervision. Some workers may be new at a particular job or even new in the foodservice division, in which case they would need more detailed supervision. But don't provide more supervision than is necessary as it may not give your subordinates an opportunity to develop self-confidence and realize their full potential. Proper supervision will discourage the development of poor work habits and encourage the development of good work habits. Just the fact that you are paying close attention to all of the work being done has a positive effect on all personnel. The good supervisor gets around, is seen before the meal hour, and follows through on all work until he has reached a satisfactory conclusion

One mistake commonly made by less capable supervisors is to do a great deal of observing but apply little thought to what is being observed. A competent, successful supervisor often gets more out of a brief, casual visit than another less competent supervisor would get from standing around for long periods of time watching the people at work. The better supervisor makes a practice of knowing as much as possible about each worker, of really concentrating on what the worker is doing, and of being aware of the manner in which the work is being done. The good supervisor usually adopts a casual manner in making contacts to spare the worker embarrassment but is neither casual nor careless when it comes to supervision.

EVALUATION AND CRITICISM

Establish a clear concept in your mind as to what you expect of each worker. How much output can you reasonably expect from each worker? What quality of performance is necessary to carry out the job successfully? The quality of work is important; and by quality we mean the preparation and service of food so that it is highly palatable, the consistent observation of sanitary precautions, the continual compliance with regulations, and the maintenance of clear and complete records. Although quality is of utmost importance, people must learn to work with reasonable speed if meals are to be prepared on time and if the other work of the mess is to be completed properly.

What do you know about your workers' personalities and work habits that will enable you to help them do the best job they can do? If their performance is below standard, consider why this is so and determine what can be done to improve it by observing them work and analyzing any complaints or claims that relate to their particular work to determine the cause for each complaint.

Don't offer adverse criticism so often that the workers expect trouble whenever you are around. This type of supervision creates hostility and stirs up such an atmosphere of nervous apprehension that it actually causes mistakes that otherwise would not have occurred People do their best work when they feel the supervisor trusts and respects them and when they feel the supervisor is present mainly to give them help and needed direction.

Of course supervisors must criticize what their personnel do, but there are different ways of criticizing. Before you offer adverse criticism, always make sure that you have all the facts. It never hurts to ask a few questions before you comment The answers you receive may change the nature of your remarks considerably Again it is a good idea to keep the situation as casual as possible and avoid an attitude of accusation unless you are certain that you have reason to accuse.

Avoid the type of criticism that merely condemns. Even if you see one of your workers doing something improperly, your purpose is not merely to stop the procedure but to explain what the person is doing wrong, why it is wrong, and then proceed to explain how it should be done properly, and see that the person starts doing it right. So, instead of saying, "Don't do that!" tell or show the person how to do it correctly.

Most Mess Management Specialists mean to do their jobs well. If you start with this assumption, you will find that you have placed yourself on the side of your workers rather than against them. If you take it for granted that they mean to do well and you can offer them help in doing better, there is no need for your workers to fear you or feel antagonism toward you. Don't make the mistake of trying to explain this philosophy to your subordinates; just adopt the attitude of understanding, helpfulness, and consideration and it will be reflected in your comments and your actions. Most workers will sense your attitude and respond favorably to it.

When you have given someone constructive criticism, you should follow up to see that your directions are being followed. Don't be too demanding or obvious about it, but be sure that you do the necessary checking. Make sure that your kindness and friendliness in offering criticism is not interpreted as an indication of weakness; you should make it clear to all that you expect the work to be done and done properly. Expect cooperation from your personnel. Usually that expectation on your part will be enough to ensure compliance with your instructions, but if you find your directions have been disregarded, take action promptly. Remember, reprimand in private! Praise in public!

ENCOURAGING INITIATIVE

Equally as important as knowing how and when to deliver adverse criticism is the art of giving praise and encouragement One valuable way of encouraging people is to listen to their suggestions for improvement and to ask them from time to time for their opinions on specific problems

If you use an idea that originated with one of your workers, be sure that your superiors and the other personnel know who made the suggestion. Don't succumb to the temptation to take the credit yourself. Even if you have done something to the worker's original suggestion, you should give the person credit. If your people are taking sufficient interest in their work to offer useful suggestions, this is an indication that you are doing a good job as a supervisor.

Let your workers try out their ideas if it can be done without endangering or impeding

operations. Whether the experience is a success or a failure, the workers will have learned something. Also, they will realize that you are open-minded and willing to try new ideas, and when you do have to veto one of their suggestions, they will be more willing to accept your decision.

You should enjoy seeing your personnel change, grow, and mature. The small, ineffective, insecure supervisor has to keep people under his thumb for fear of being outstripped. Most of the world's great leaders have had pupils who surpassed them in some respect. A real leader is always glad to help others develop their abilities.

COUNSELING SUBORDINATES

Counseling is the process of helping people overcome their problems or difficulties by giving advice, information, or other assistance. As an MS1 or MSC, you counsel your subordinates in the area of growth and improvement in job performance in their present position and advise them in regard to their future in the Navy. As a leading petty officer, you should understand that there are workers with problems, and there are problem workers. You should be able to distinguish between the two, because you must approach each situation in the manner appropriate to the situation

Subordinates with real or imaginary personal problems may need assistance from you or some other person If you cannot help the individual, someone who is more experienced in handling personal problems may be able to help

Personal problems normally affect the person's ability to work Therefore, the more of your subordinates' problems you are able to help them solve, the less interference these problems will have on their work. Personal or job-related problems do not normally follow a particular pattern; therefore, each one must receive individual attention.

The problem workers belong in an entirely different category. They may fail to respond to efforts to help them. This not only causes trouble for them, but through their actions or lack of action, they may disrupt others who are attempting to do a good job. You should be able to spot this type immediately.

In the case of the habitual problem worker, the supervisor must take corrective action. Your supervisor should be made aware of this personnel problem so that the necessary corrective steps can be taken. Problem workers should have performance evaluations that accurately reflect their actions. You will create more serious problems by allowing the problem worker to be promoted to positions of greater responsibility.

Remember, it is relatively simple for you, as a leading petty officer, to attempt to cover your own weakness by classifying as misfits those who fail to yield to thoughtless misdirection. If you penalize the worker for what is really your own mistake, you will create resentment in that individual and lower the morale of your division. Your supervisor will probably detect misdirection on your part. So be honest with yourself and your subordinates.

Whenever you must deal with severe problems involving subordinates, always ask yourself whether you are trying to fix the mistake or fix the blame.

TRAINING

An effective program for Mess Management Specialists and strikers is vital to the establishment and maintenance of proper general mess standards Up-to-date records, written delegation of duties and responsibilities, and outlined training lessons with definite objectives are as important for the MS as for any other division

Before you make trainees responsible for a task, be sure they know how to perform it correctly If you fail in this responsibility and leave trainees with a job for which they are untrained, you must bear the responsibility for the results. Training takes time and patience, but it pays off; and failure to train can be costly both in time and in production.

A training program should not be haphazard. Without careful planning, the chances of achieving the training objectives are, at best, doubtful. The following sections discuss areas that should be considered

TRAINING OBJECTIVES

Every training program should have set goals and definite objectives. For example, in a mess where the dishes and silverware are not being cleaned and handled properly, the objective of

training, in this instance, is obvious—definite procedures for providing clean, sanitary dishes and silverware Your task is to determine how to achieve this objective. It will be easier for you to decide how to proceed if you reduce the main objective to lesser, more specific statements (or objectives) on three considerations.

1. The information to be taught—in the example given above, the correct procedures for cleaning, sanitizing, and handling dishes and silverware.
2. The skills to be developed—in this case, the operation and care of dishwashing machines, hand dishwashing procedures, and the proper handling of sanitized dishes and silverware.
3. The attitude to be acquired—in this case, an awareness of the need for sanitary techniques and precautions.

On the basis of these considerations, you should prepare an outline of the training you propose. As the objectives are specified clearly, it should prove a relatively simple matter to develop the content to achieve the desired results. The outline should include units covering every topic necessary to convey the information skills and attitudes required by the trainee to perform the task satisfactorily One training session may be devoted to a unit of study, or in some case, to two or more related units A carefully prepared lesson plan should be written for each training session.

TIME ALLOTTED FOR TRAINING

The time allotted for training should be carefully scheduled If training sessions conflict with the work of the mess, those left to do the work will resent the increased burden. If training sessions conflict with watch schedules, they may be disrupted by trainees leaving to stand their watches. If training interferes with liberty schedules, morale is likely to be low and little learning will take place Therefore, when you are scheduling training sessions, consider what effects the schedule will have on other activities and functions Do not disrupt the established routines of the mess unnecessarily.

When establishing the frequency of training sessions, allow sufficient time between sessions to allow the trainees to absorb what they have learned. But the interval should not be too long or the trainees may lose interest. Normally, sessions should not be longer than 1 hour; if they are, provide for a break in the middle of the session If the subject matter is applicable to the trainees' present work, schedule the session before they begin work so that they may apply what they have learned immediately.

STANDARDS FOR EVALUATION

Standards should be established to determine the effectiveness of the training program. They should specify the level of proficiency or learning expected of the trainee and the methods of evaluation to be used.

Evaluation may consist of oral questioning, written tests, or performance tests. Where the subject matter warrants, a combination of the three may be used. In most instances, evaluation of performance on the job is the best indicator of the trainee's progress. This method is particularly useful for evaluating a trainee's ability to handle situations involving contact with other people, as in wardroom service or in messdeck master-at-arms duties.

TRAINING AIDS

In this discussion, a training aid is any item used in a training situation to help the trainee acquire knowledge or skill. It may be a device used to illustrate or demonstrate a thing, a process, or an idea, or it may be the actual item used on the job When you are selecting a training aid, be sure it is suitable for the training session

A list of training aids to be used in the course should be compiled; then each training aid should be assigned to the specific lesson for which it was selected When textbooks or other printed materials are used, an appropriate assignment should be made to fit each lesson plan

LESSON PLANNING

In a Navy school the instructor is ordinarily provided with a curriculum on which to base lesson plans But at your activity or aboard ship, such formal guides are not provided. You must develop lesson plans to fit your training needs Depending on your knowledge of the subject matter and your ability to perform the skills involved, your lesson plans may range from simple to elaborate However, one thing must be stressed—no matter how competent you might be, a lesson plan should be prepared for each training session. It is your road map that you are to follow. See that everything to be taught is down in proper

order; that the training aids and reference materials to be used in presenting the subject matter are at hand; and that nothing is left to chance

The lesson plan is an essential method of organizing a training session. It is the guide that makes certain your course material is in order and that all planned material has been covered. The lesson plan is your guide as to what topics have been covered, what steps should be emphasized in the training program, and it lists the training aids, equipment, and references to be used.

Although lesson plans may differ somewhat in construction, the format is similar. Figure 3-1 illustrates an extended lesson plan; figure 3-2 illustrates an abbreviated type. The following sections discuss the various parts of a lesson plan. It should be emphasized that the suggestions made by both the text and the illustrations are not all-inclusive. There are other ways to write a lesson plan. You may use any modification that suits your instructional purpose.

Title

The title of the lesson plan should be exact. It should clearly identify the subject matter of the plan.

Objectives

The objectives part of the lesson plan sets forth the teaching and learning goals. The objectives should identify, as clearly as possible, the knowledge and skills that the trainee will gain as a result of the instruction. The order in which the objectives are listed should normally be in the same order in which the subject matter will be presented to the trainee. The same principle holds true for the listing of the areas of subject matter within each objective. Each objective should be worded as clearly as possible and should be stated in terms of trainee performance.

When feasible, objectives should specify the conditions (aiding or limiting factors) affecting trainee performance and the standards (accuracy, proficiency, etc.) that the trainee's performance must meet.

Training Aids

You should list on each lesson plan the training aids, special devices, equipment, tools, and material that will be used, either in group instruction or on-the-job training.

Introduction

The introduction to a lesson, no matter what form of plan is used, should accomplish the following goals:

1. Develop trainee interest.
2. Start with what the trainee knows and proceed to new skills and techniques.
3. Direct trainee thinking along the desired lines.
4. Describe accurately what the lesson will cover.
5. Show the value of the subject matter to the trainee.
6. Explain the method or methods of instruction to be used.
7. Let the trainees know just what will be expected of them (knowledge, skills, and attitudes) at the end of the class session.

Presentation

This section of the lesson might be called the plan of action. It should include the outline of the subject matter of the lesson and some notes as to the method of presentation This helps you to know where you are in the lesson and what you want to say.

If you plan to use a training aid or to demonstrate a skill, note this fact in your presentation. This section should also specify such trainee activities as formal questions, practice work, or drills

Activity Applications

In cases where the objective of a lesson is to teach or develop a skill, there should be a section on how the trainee is to apply the skill

Summary

You should sum up the main points of the subject matter present, and be sure all questions are answered. By summarizing, you help to organize the material in the minds of the trainees and strengthen what they have learned.

Testing

Each lesson plan may have a list of test items, or if a series of lesson plans cover one topic, the last plan may list all test items related to the topic. In the case of knowledge-type subject matter, an

TITLE:	Electric griddle
SUBJECT MATTER AREA:	Parts of electric griddle Functions Operation Care and cleaning Safety precautions
OBJECTIVES:	To familiarize the trainees with the parts of the electric griddle and their functions. To show the trainees how to use an electric griddle. To show the trainees how to care for and clean an electric griddle. To emphasize the safety precautions to be observed when using an electric griddle.
MATERIALS:	Electric griddle. (All are similar in size and components except in heat control. Older models are controlled by a three-heat switch; newer models are controlled by a thermostatic switch.)
REFERENCES:	*Mess Management Specialist 3 & 2*, NAVEDTRA 10267-A. *Foodservice Operations*, NAVSUP Publication 421, Chapter 2.
INTRODUCTION:	To explain briefly the topic and the method(s) to be used. To emphasize the necessity of following proper procedures and to observe safety precautions. To explain, generally, the value of knowing how to use equipment in terms of foodservice, personal satisfaction, advancement, and safety. To tell what you expect the trainees to learn and how you expect to evaluate their learning.
PRESENTATION:	To explain the construction of the griddle, naming the various parts and their function. To emphasize the following safety precautions: 1. To avoid shock while operating griddle, dry hands thoroughly. 2. To prevent warping or cracking, do not put water on the griddle surface. To demonstrate and discuss the procedures for operating the griddle: 1. To operate the griddle, turn the heat control switches to HIGH HEAT for 15 minutes 2. To maintain the desired temperature (MEDIUM or HIGH), adjust heat control switches. 3. To turn heat control switches to OFF position, when cooking is finished.

Figure 3-1.—Sample lesson plan (extended type).

PRESENTATION: (continued)	To clean the griddle after each use:
	Scrape the griddle top with a spatula.
	Use a pumice stone to remove all residue from the griddle top; wipe dry.
	NEVER use water on the griddle surface because of serious shock hazard.
	To have trainee(s) tell procedure while you repeat it.
APPLICATION:	To have trainee(s) demonstrate the procedure.
	To repeat the process until it can be done without error.
SUMMARY:	To sum up the main points of the session. Ask for questions.
EVALUATION:	To evaluate students on their performance of procedures and their responses to questions.

Figure 3-1.—Sample lesson plan (extended type)—Continued.

oral or written test would be appropriate. If actual skills have been taught, use a performance test to determine trainee learning and comprehension.

METHODS OF TRAINING

All methods or techniques of instruction can be described by one or more of these simple words: telling, discussing, showing, and doing. The better methods of teaching use a combination of these; the one to be emphasized in each lesson is determined by the objectives of the lesson. The methods and techniques described in the following paragraphs are the ones most applicable to the general mess training situations. Methods of training are also discussed at length in *Military Requirements for Petty Officer Third Class*, NAVEDTRA 10044.

Lecture Method

The lecture method is particularly useful in presenting information that does not involve physical skill. Changes in foodservice procedures and other similar administrative changes that affect MS personnel as a whole are good examples. Usually a discussion period should be included to let the group ask questions about areas that are unclear to them.

The lecture method is also quite useful in giving trainees background information in a subject area before on-the-job training. For example, in a course on bread baking, such topics as baking ingredients and the effects of time and the conditions to which the bread dough is subjected are well suited to a presentation by this method. The demonstration or training phase of the instruction should follow soon after.

Lecture Demonstration

A lecture demonstration is possibly more an instructional technique than a method. Basically, it is a means of presenting material audibly and visually. In the usual training situation, the aids needed for the demonstration are the actual objects used on the job. This method is particularly suitable for teaching trainees how to operate equipment; how to prepare reports, requisitions, or similar forms; and how to perform other duties that have set procedures to definite standards.

The lecture should present sufficient information to familiarize the trainees with the subject and prepare them for the demonstration. In conducting the demonstration, be exact, be sincere, explain each step and show why it is important to the overall operation. Each step is important or it would not be included. As you proceed, ask

SUBJECT:	Armed Forces Recipe Service
LESSON:	Adjusting standardized recipes
TYPE OF INSTRUCTION:	Practical exercise
TIME REQUIRED:	Thirty minutes
PLACE:	Any suitable space
AIDS REQUIRED:	Recipe cards and chalkboards
OBJECTIVES:	To let the trainees practice adjusting the yield of standardized recipes
REFERENCES:	*Mess Management Specialist 3 & 2*, NAVEDTRA 10267-A, and class notes

Figure 3-2.—Sample lesson plan (abbreviated type).

questions to determine whether the trainees understand the various steps. If there is any doubt, stop. Clear up any areas or questions that are not clear or are misunderstood. Answer all questions. Be sure that everyone understands all the material covered up to that point; then proceed on to the next step.

After the demonstration, a practice session should be held to give the trainees a chance to put into practice what they have learned. The practice session also gives you the opportunity to check on your effectiveness as a demonstrator and the learning abilities of the trainees.

On-the-Job Training

On-the-job training is used primarily for the purpose of teaching skills and may be the best method for teaching complex operations. It is usually accomplished under informal conditions and with small groups. In foodservice training situations, it should take place where the job is actually performed.

Ideally, on-the-job training should be preceded by classroom training to give the trainee a thorough understanding of the subject matter. Lectures or lecture demonstrations may be used to familiarize the trainees with the basic operations and to develop the proper attitudes such as safety, conservation, and sanitation. If the preliminary training is adequate, the training on the job can progress quickly to more advanced skills

Role Playing

The role-playing method features the participation of the trainees in the enactment of a play or episode followed by a group discussion. In foodservice training situations, it is particularly adapted to developing the poise and tact that are required for foodservice personnel, front-desk personnel, and office personnel

The usual procedure for role playing follows this pattern: (1) the instructor describes the situation to the trainees and selects trainees to play the parts of the principal characters; (2) the trainees selected think through what they are going to say and do, and then enact the episode; and (3) the class analyzes the episode as enacted under the direction of the instructor.

One of the main advantages of role playing is that it gives the trainees actual practice in handling a human relations situation, practice they otherwise could get only through on-the-job training. The role-playing situation is preferable

because any errors made by the trainees can be noted and corrected promptly; whereas, in a real life situation, errors usually result in such serious consequences as failure to get the job done, dissatisfaction, blame, and reprimand.

Conferences

A conference can be described as a pooling of knowledge and opinions among a group who have all had experience related to the problems on the agenda. Conferences have value in changing attitudes and in extending practical knowledge through the experiences of others. They also serve to correct misunderstandings between members of the group since each person has a chance to see and hear the other side of the story.

This method may be used with experienced MSs to resolve personnel problems, to stimulate ideas for increasing efficiency and reducing costs, and to establish or change policy. The success of the conference depends on the extent of participation by the members in contributing their ideas and in commenting on the ideas of others.

TRAINING AIDS

Training aids, properly constructed and used, are an asset to any lesson. Trainees are more apt to learn things that they have experience through more than one of the senses. If trainees hear a lecture, observe a demonstration, and perform a task (all concerned with a specific subject), they will learn much more than if they merely hear the lecture. In addition to illustrating or demonstrating the subject matter, training aids often will arouse and hold the interest of the trainees. It should be remembered, however, that training aids only serve to help the instructor present the lesson; they do not replace the instructor.

The discussion of training aids in this section is concerned mainly with their use in a training situation and is limited to those easily constructed.

Printed Materials

Printed materials are the most widely used training aids, perhaps because they are more readily available, in quantity, than others. They are valuable to learning because they provide easy reference materials, which may include books, pictures, drawings, diagrams, and so on, that help the trainee understand the subject matter.

The chief fault of printed materials, or rather of the instructor's use of printed materials, is that they often are used as a substitute for teaching. A class session in which the instructor just reads a text or manual to the trainees and then asks a few questions about what has been read is a poor use of this training aid.

More properly, the trainees should study the material before the class session to gain basic information about the subject matter. For your part as the instructor, you should anticipate situations and problems arising from the subject matter and prepare your lesson plan accordingly. In planning the lesson, you also should determine how to present the subject matter to arouse and maintain high interest among the trainees. You may well use other training aids to accomplish this purpose.

Suppose that the subject matter of your next training session is table setting. In preparing your lesson plan for the session, the appropriate sections of the references should be assigned the trainees as required reading. This assignment will provide the trainees with the basic information on table setting and will help them follow your presentation with more understanding. The training references need not be referred to in your presentation. It has served its main purpose of providing background information, and it remains a ready source for future reference.

Training Films

Training films can be useful as training aids to present information, to demonstrate a skill or technique, or to show a human relations situation. They are most effective when properly introduced, discussed, and summarized.

Before showing the film to the trainees, preview it yourself, several times if necessary. Estimate the time required to introduce, present, discuss, and summarize the film, and then adjust the length of the training session accordingly. Make notes of the film's main points. Prepare some questions for class discussion.

Always introduce the film to the class. Give the film's title and state your reasons for showing it. Alert the trainees to those portions of the film that are of particular importance. If you intend to test the trainees on the film, tell them in advance that they will be tested.

After presenting the film, discuss it thoroughly. Question the trainees to see if they have learned what the film had to teach. Clear up any misunderstandings the trainees may have about the subject matter. Then summarize the film, including any important points brought out during the class discussion.

Films directly applicable to the Mess Management Specialist rating are listed in the *United States Navy Film Catalog*, NETPDC P-38.

Resource People

A resource person is one who has a speciality or is known to be knowledgeable in one or more of the phases of the material being covered in the class session. You should take advantage of the talents of any such persons on the general mess staff. They offer experience and knowledge, and usually, because they are expert in their field, they can develop in the trainees an enthusiasm for the subject. Such a person can also demonstrate techniques and clarify matters in source materials that the regular instructor has difficulty in doing.

An expert baker, for example, can demonstrate the fine points of preparing pies that would be impossible to learn from a recipe card; an expert salad maker can teach the class how to prepare attractive, tasty salads as no amateur could; and an expert jack-of-the-dust can explain inventory procedures in a manner no textbook could possibly duplicate. All such people add to the training program the emphasis that little else could produce, for nothing creates a desire for learning a subject like hearing and seeing an expert in action.

Chalkboards and Charts

Generally, a chalkboard or chart can present similar material equally well. However, the chalkboard is somewhat more limited in its use and flexibility, its chief disadvantage being that it is relatively difficult to move.

To gain the most effective use from a chalkboard, have as much of the class material as possible written on it before the session begins. When writing new material, do it quickly. Avoid getting in the trainees' line of vision or writing with your back to the class.

Charts have the distinct advantage of being available for permanent use. Also, they can be prepared in advance, and they are easy to manipulate and are relatively easy to move about.

Charts must be simple to be effective. The material should be understandable at first glance. There is no limitation on their size, but it should be based on the material to be presented, the space in which the session is held, and the number of trainees being taught. The lettering and illustrations should be large enough to be easily read or recognized.

Charts are quite effective in presenting such material as enlargements of forms; a sequence of steps in a procedure (for example, the distribution of a purchase order); diagrams of equipment; and equipment operational procedures.

Job Sheets

A job sheet tells the trainees how to do a job, either physical or mental, or how to operate equipment The directions should consist of the major steps involved and should be arranged in the order in which they should be performed.

In a foodservice training program, job sheets are useful in three ways: (1) as operating instructions posted near appropriate equipment to guide those operating the equipment, (2) as trainee instruction sheets for on-the-job training, and (3) as checkoff sheets to prepare trainees for advancement

MEASURING PROGRESS

The progress of the trainees should be measured to determine the effectiveness of the training program. You can measure the progress of the trainees in two ways: (1) by observing their performance on the job and (2) by testing them. You should endeavor to make your evaluation as objective as possible.

Observing Performance

Trainees' on-the-job performance may be evaluated by comparing the efficiency and the quality of their work to that of an experienced worker. For example, you could ask the trainee to prepare a certain recipe and compare it to one prepared by an experienced Mess Management Specialist. An improvement in the quality of the product shows that the training has been worthwhile.

Standards should be formulated before the training program starts. You can establish standards by measuring the performance of experienced people. The trainee's progress can then be measured in terms of these standards. Progress can also be measured in terms of the ability to take on additional assignments and on the ability to do them well, until such time as the desired standards are met or surpassed.

Performance Tests

A performance test requires a person to do a particular job under set conditions. Performance tests are especially useful in evaluating on-the-job training. The test instructions should be clear, complete, and standardized so that the trainees know exactly what is expected of them. Your evaluation should be based on standardized procedures for the particular job being tested. The proper use of the tools, materials, equipment, and the observance of safety precautions should be taken into consideration in the evaluations.

Written Tests

Written tests should be used to measure trainees' knowledge of facts and their understanding of the subject matter. It is important that test items be carefully prepared in order that the results are accurate and reliable.

RECORDING PROGRESS IN TRAINING

Although it is necessary to schedule and record training, the paper work should be as simple as possible; it should be kept to a minimum, consistent with the need for scheduling, recording the training conducted, and evaluating the program.

The following records are required. Some of the records are prepared at the departmental level; however, these departmental records still affect the training program at the division level, as they require input information from the foodservice division, or they designate its training schedule. Consequently, whether the records originate in the supply department or the foodservice division, be aware that they exist and that they all are part of the training program.

Quarterly Training Schedule

This record is prepared in advance by the supply officer and shows the training scheduled to be conducted during the coming quarter. Training should be scheduled quarterly by curriculum units. This schedule should be prepared on OPNAV Form 1500-31.

Weekly Training Schedule

This record performs three functions: first, it is a weekly schedule; second, it is a record of training accomplished; and third, it is a weekly report of training accomplished. This form should be prepared in duplicate 1 week in advance. On the form, the supply officer assigns lesson topics, dates, times, instructors, and trainees for the course. The original should be posted on the training bulletin board as a weekly schedule. The duplicate is retained by the training petty officer. As lessons are completed, instructors initial the original. Upon completion of the week's training, the training petty officer should remove the original copy from the bulletin board, annotate the duplicate copy, and forward the original to the command's training officer as a weekly report of training accomplished.

Report of Training Attendance

This form is designed primarily to provide an accurate record of attendance at training sessions. It should be signed by all personnel in attendance at a session Upon completion of the training session, the remainder of the form is filled in by the instructor and forwarded to the training petty officer for the purpose of insertion on the individual training records.

Individual Training Folder

A separate training folder is maintained for each person in the division. Each individual's training record and any other original records or documents that pertain to the individual's training history should be maintained in this folder. These records are not usually incorporated in the

service record; therefore, when a person is transferred, this folder should accompany all individuals to their next command It is the responsibility of all members to ensure that these training records are enclosed in their service records upon transfer.

FOODSERVICE TRAINING PROGRAM

The frequent turnover of the foodservice attendants and the messdeck master-at-arms makes the training of these personnel an essential part of the overall foodservice training program. The *Foodservice Management Manual* (NAVSUP P-486), volume I, chapter 1, states that among the detailed duties assigned to the messdeck master-at-arms is ". . . in conjunction with the medical department, administers a training program for messcooks in sanitation, scullery, and food handling." Specifically, the training in these areas should include the following:

1. Food handling: serving of food on the line, working in food-preparation areas.
2. Sanitation: maintaining cleanliness of mess spaces and equipment; washing the cooking and baking utensils in the galley and bakeshop.
3. Scullery: operating the scullery equipment; handling the disposal of food waste.

Refer to the preceding sections of this chapter as a guide for the implementation of this program. Remember, however, that more flexibility is required here because of the ever-fluctuating personnel situation. It is very important to designate the areas of responsibility when you are organizing this program. It is recommended that the food service officer and senior Mess Management Specialist plan and manage the overall program, and that the messdeck master-at-arms conducts the actual training. The training guide, *Messdeck Master-At-Arms Handbook*, NAVSUP P-520, should be obtained as a guide for planning the training program.

SANITATION

The Naval Medical Command establishes sanitary standards for local food procurement, inspection and delivery, fitness for human consumption, storage and refrigeration, preparation and serving, and review standards and specifications for all Navy food items.

The commanding officer of your activity is ultimately responsible for the health and welfare of the officers and crew. To ensure that food is safe and wholesome, your supply and medical departments furnish guidance and support.

Standardized procedures for cleaning and sanitizing, plus other necessary measures to prevent or control contamination, must be used throughout the Navy. This is the responsibility of all foodservice personnel. All foodservice personnel should be thoroughly aware of the potential health hazards involved in foodservice operations.

Design your training program to provide training for all personnel engaged in preparing or serving food. Supervisory personnel may not be involved in actual food preparation, but they should be the key figures in planning and implementing training courses.

Organize your food sanitation program to include the following:

- Control measures to prevent contamination by food handlers, infestation of unclean equipment, and spoilage of food

- The application of standard procedures in the use of agents to destroy microorganisms and to keep the number of bacteria at an absolute minimum so as to ensure wholesome edible food

- Training of personnel in basic food sanitation principles including adequate orientation in operational techniques and in-service training

The *Instructor's Guide—Sanitary Food Service*, NAVMED P-1333, provides information as to methods and materials that may be used in conducting foodservice classes. It puts into the hands of every Navy instructor a brief exposition of those philosophies, methods, and principles of instruction that have proved themselves to be effective in Navy training.

Refer to chapter 1, "Food Sanitation," *Manual of Naval Preventive Medicine*, NAVMED P-5010-1, and chapter 2, "Sanitation," *Foodservice Operations*, NAVSUP P-421, for food sanitation responsibilities and regulations.

CHAPTER 4

NAVY RATION SYSTEM

As a junior Mess Management Specialist, you learned the fundamentals of a very challenging rating. As you advance, your responsibility will drastically increase and your attention will be directed more and more to management, which incidentally is our middle name.

The key to effective management is control. As a Mess Management Specialist third or second class petty officer, you learned the importance of portion control and how it related to effective management on a smaller scale. In this chapter we will discuss the control procedures that should be followed in order to manage an effective operation and how the available manpower and money may be used to the Navy's best advantage.

Navy general messes afloat and ashore operate on a monetary ration allowance. The allowances are expressed in dollars and cents and are called monetary rates. In 1933, the present Navy Ration Law (10 U.S. Code 6082) came into effect. This law (specified in actual quantity of food) has been converted to a cash equivalency This allowance is computed by using the quantitative food allowance prescribed by the Department of Defense Food Cost Index which is based on food items authorized by the 1933 Navy Ration Law. Basically, the 1933 Navy Ration Law, under which food items were listed by weight (such as 44 ounces of fresh vegetables), was converted to a monetary allowance.

This chapter will define the various types of rations that are used in the Navy, explain how ration credit is determined afloat and ashore, provide a step-by-step explanation of the NAVSUP Form 1357, and discuss basic monetary ration rates authorized for Navy general messes.

This chapter is also intended to help you find the answer to such questions as the following:

- What is a ration?
- Which personnel are entitled to rations in kind?
- What forms are used in determining ration credit?
- How does ashore accounting differ from afloat accounting?
- How is an inventory taken and recorded?

RATIONS

Many times you have heard senior Mess Management Specialists say, "Prepare one hundred rations of that item." The MS really meant prepare one hundred portions because a ration is defined as a basic daily food allowance.

BASIC DAILY FOOD ALLOWANCE. Basic daily food allowance (BDFA) is a prescribed quantity of food, defined by components or monetary value, which is required to provide a nutritionally adequate diet for one person for 1 day.

SUPPLEMENTAL FOOD ALLOWANCE. Supplemental food allowance is a prescribed quantity of food, defined by quantity or monetary value, which, due to unusual or extraordinary circumstances, is required in addition to the basic food allowance.

SPECIAL FOOD ALLOWANCE. Special food allowance is a prescribed quantity of food, defined by components, quantity, or monetary value, which is required when the use of the basic daily food allowance is insufficient

NIGHT MEALS. Night meals are quantities of food which may be furnished enlisted people who stand night watches or perform other assigned duties between 2000 and 0800. The value of food items used in the preparation of night meals is included in the total cost of issues to the general mess. No additional ration credit may be claimed during sea periods regardless of the number of meals an individual consumes, including night meals.

The number of personnel furnished night meals during in-port periods should be reported under column (5) (NIGHT) of the General Mess Control Record (NAVSUP Form 338). All personnel consuming night meals at an ashore activity sign a Meal Signature Record (NAVSUP Form 1291). When night meals are sold for cash, a DD Form 1544 (Cash Meal Payment Sheet) should be used. Ration credit and sales of night meals are at the rate prescribed in NAVSUPINST 4061.9 series.

MID-RATIONS (MIDRATS). Mid-rations are food items, such as soup, crackers, sandwiches, and leftovers, normally offered to personnel assuming the midwatch and those being relieved. MIDRATS are separate and distinct from night meals in that they are offered to personnel who have already consumed their breakfast, lunch, and dinner during normal meal hours and, therefore, are not entitled to a full night's meal. The value of food items used in the preparation of MIDRATS is included in the total cost of issues to the galley; however, the taking of ration credits for MIDRATS and/or the sale of MIDRATS is not authorized.

COMBAT MEALS. Combat meals are classified into special and general use categories. Special use combat meals consist of individually packaged rations, long-range patrol (LRP) rations, and meals, ready to eat (MRE) rations. General use combat meals are regular general mess meals prepared from on-hand stocks of perishable and/or semiperishable subsistence.

General messes should not stock MREs or LRPs, except in specific cases as authorized by the major claimant. These meals should be carried under the appropriation, Military Personnel Navy, subhead .2241, in the same manner as regular food items.

Receipts of combat meals are recorded on the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) in the same manner as the other food items. Stocks are rotated by consumption in the general mess within the period of their storage life. Transfer and issues must be authorized by the commanding officer.

Special use combat meals issued for consumption in the general mess should be expended as stores consumed. When special use combat meals are issued to U.S. Navy components for consumption by personnel participating in the landing operations portion of training exercises, the issue should be made as either a transfer between general messes or, if applicable, as stores consumed.

PICNICS, RECREATION EVENTS, AND COFFEE MESSES. Personnel may be authorized by the commanding officer to receive food items for picnics, recreation events, and coffee messes from the general mess. Commanding officers should establish such controls as necessary to ensure that only personnel entitled to rations in kind are furnished food without charge, cooked or uncooked, for picnics or coffee messes.

RATIONS IN KIND. This is the term used to describe meals furnished to enlisted personnel from the general mess at government expense.

MONETARY ALLOWANCES

Basic allowance for subsistence (BAS) is authorized when rations in kind are not provided. According to the *Naval Military Personnel Command Manual*, there are four separate types of basic allowance for subsistence. The following is a brief explanation of these allowances:

1. BASIC ALLOWANCE FOR SUBSISTENCE-COMMUTED RATION RATE. Enlisted members on duty where a general mess is available may request to subsist separately and be paid a commuted ration allowance if approved by the commanding officer.

2. BASIC ALLOWANCE FOR SUBSISTENCE-NONAVAILABILITY. This allowance is paid when a government mess in which the member would normally be fed is not available or cannot be used by the member due to impracticability. A member who is drawing BAS, based on nonavailability, is NOT authorized to purchase meals from the general mess.

3. BASIC ALLOWANCE FOR SUBSISTENCE-EMERGENCY CONDITIONS Enlisted members assigned to duty inside the continental United States under emergency conditions in a location where government messes are not available, who incur extraordinary food expenses, may be paid a cash allowance according to current rates as approved by the Secretary of the Navy (SECNAV). Emergency conditions may be considered to exist when a member is assigned duty in an isolated place for a limited time and is required to purchase meals from commercial restaurants.

4. SUPPLEMENTAL AND PRORATED SUBSISTENCE ALLOWANCE. When enlisted members are required to be absent from their duty stations during any regular meal hour due to a duty assignment, they are entitled to the prescribed prorated share of the basic allowance for the subsistence-commuted ration rate.

The allowances listed above are used to determine the amount of money a member receives when rations in kind are not available. Do not get monetary allowances confused with the food allowances described earlier in this chapter.

RATION ENTITLEMENT

Regular and reserve enlisted personnel of the armed services, officer candidates, cadets of the armed forces academies in a duty status, and prisoners of war are entitled to rations in kind at government expense under various appropriation acts. Retired enlisted military personnel confined in a hospital or dispensary are entitled to rations in kind.

Destitute survivors of disasters, refugees, civilian evacuees, and American seamen may be fed without charge in Navy general messes. Entitlement is determined and action is taken to effect reimbursement by the Navy Food Service Systems Office as appropriate from the data furnished in the certification required for this category of personnel.

Rations will be furnished to foreign government personnel on a cash basis, except when the invitational travel orders (ITOs) authorize other means of reimbursement. Enlisted personnel in a travel status who are receiving per diem in lieu of subsistence are not entitled to rations in kind unless their orders are endorsed indicating the number and type of meals authorized

Cash sales may be authorized to various types of personnel. Usually, approval of the commanding officer is all that is required and, in some instances, this approval can be in the form of Supply Department Instructions. Only those personnel entitled to rations in kind are authorized to eat without charge; all others must pay for each meal consumed.

RATIONS ENTITLEMENT PROCEDURES AFLOAT

On the first day of the month, the executive or personnel officer should advise the food service officer of the estimated daily number of personnel entitled to be fed in the general mess. The food service officer should be notified when any significant change to the number of personnel entitled to subsist occurs during the month. When rations for foreign or other personnel are included, the food service officer should be so advised.

The food service officer uses the daily expected number of rations allowed to accomplish the following:

- Post the General Mess Control Record (NAVSUP Form 338) each day at sea.

- Plan the quantities of food to be prepared on the following day based on the actual number of persons expected to be fed using the current acceptability factors.

- Prepare certifications as required, and arrange to have them completed and signed before departure of personnel requiring certification. The food service officer signs certifications when signatures of persons in charge of groups cannot be obtained.

During days at sea, ration credit will be taken for each enlisted member on board. Ration credit will also be posted DAILY to NAVSUP Form 338 for all meals sold for cash. Days at sea will include the day of leaving and the day of arriving regardless of the time of departure or return.

During in-port periods, ration credit should be taken only for the personnel actually fed. Any convenient, accurate method for determining this number is permissible; usually, a hand counter is used by the master-at-arms as personnel pass through the serving line Full ration credit may be taken in port while simulated at-sea exercises are being held and all personnel are remaining aboard overnight.

Ration allowances are adjusted to compensate for the change in the calendar day resulting from crossing the 180th meridian. When the time is set

back 1 day in crossing from the west (Japan) to the east (United States), rations are credited for the extra day. When the time is advanced 1 day in crossing from the east (United States) to the west (Japan), rations are not credited for the lost day.

RATION ENTITLEMENT PROCEDURES ASHORE

To provide uniform and equitable procedures in accounting and estimating military feeding costs, the policy that such programs will be based upon actual food costs per person was established by the Assistant Secretary of Defense. Such costs are essential to the planning of budget requirements and for the development of absentee rates for congressional presentations. The development of per capita consumption costs is based upon the actual number of persons fed in Navy general messes ashore. This is accomplished by the signature head count method whereby a daily count is made of all personnel fed at each meal.

GENERAL MESSES ASHORE

Activities with general messes physically located ashore include the following:

- All ashore activities except naval hospitals operating hospital messes
- All mobile construction battalions and detachments eating in general messes ashore
- All fleet and force commands operating general messes
- All cargo-handling battalions eating in general messes
- All inactive service craft facilities
- All naval beach groups
- All general messes operated aboard permanently moored ships which grant liberty under shore command conditions, including naval inactive ship maintenance facilities

DAILY ALLOWED RATIONS

The executive or personnel officer verbally advises the food service officer of any significant changes in the expected total number of rations allowed for all categories of personnel who are to be fed in the general mess for the following day. If warranted by local operating conditions, the executive officer or personnel officer furnishes this information more frequently. When the allowed rations include rations for foreign or other personnel for whom a certification is required, the food service officer is so advised. The food service officer uses the daily expected number of rations allowed to accomplish the following:

- Plan the quantities of food to be prepared on the following day after adjusting the net allowed rations by other factors affecting the number of persons to be fed.
- Prepare a certification for personnel who require it. Before their departure, the number of rations received should be entered on the certificate and the person in charge of the group should sign it. If the signature of the person in charge of such personnel cannot be obtained, the food service officer should sign the certificate.

Tenant activities should verbally advise the host command of any significant changes in the expected number of personnel to be fed in the general mess for the following day.

MEAL PASS

The Meal Pass (NAVSUP Form 1105) is issued by the personnel office to identify each member authorized to eat in the general mess ashore. The NAVSUP Form 1105 is available in the following colors WHT (white), BLU (blue), CHY (cherry), GRN (green), SLM (salmon), and YLW (yellow). It is requisitioned as cognizance symbol I material.

Responsibility of the Host Command

The host command should coordinate procedures governing meal passes to ensure consistency by all tenant units using the activity's general mess. In this responsibility, the host command will specify the colors to be used for each category of personnel and prescribe procedures for controlling the issue of meal passes. Commands performing personnel and administrative functions must be responsible for the actual issue and control of NAVSUP Form 1105, which will be accepted as

valid by any general mess. Different color meal passes must be used to identify Naval Reserve and other military personnel as follows:

- Naval Reserve enlisted personnel on active duty will be assigned the same color meal passes as regular Navy personnel and will, for purposes of general mess accounting, be considered regular Navy.

- Naval Reserve enlisted personnel on active duty for training (ACDUTRA) will be assigned meal passes of a different color than regular Navy and Naval Reserve personnel on active duty, and will be recorded and accounted for separately by the general mess.

- Different color meal passes are assigned to enlisted members of other service categories, as determined by local needs.

The possession of a meal pass entitles the holder to consume meals at government expense in any Navy general mess; therefore, it is incumbent upon each command to ensure that only those enlisted members entitled to receive such meals are issued and permitted to retain a NAVSUP Form 1105.

Security of the Meal Pass

Stocks of the NAVSUP Form 1105 are serially numbered upon receipt at the local personnel office, and the numbers are listed in a meal pass log upon receipt or when issued. Unissued meal passes must be provided positive security and kept under lock until issued. Strict accountability must be maintained and should be checked during inspections and audits.

Issue of the Meal Pass

Commands issue a meal pass to each enlisted member assigned who is entitled to rations in kind. Meal passes are not to be issued to the following:

- Personnel receiving commuted rations

- Personnel receiving basic allowance for subsistence

- Personnel assigned to another command, except at activities where two or more commands are serviced by a single personnel office

When a meal pass is issued to an individual, the individual's name and social security number are typed or printed opposite the pass number in the meal pass log, and the recipient signs the log.

Recall and Loss of Meal Passes

Meal passes must be temporarily withdrawn from personnel departing on leave, travel, or temporary additional duty (TAD). The meal pass must be surrendered when leave papers or orders are picked up. Personnel under orders may have their orders endorsed to indicate that they are entitled to eat in a general mess. Positive controls must be established to ensure that meal passes are permanently recalled from personnel whose rations are commuted or who are detached. When a meal pass is permanently recalled or when a meal pass is lost, the entry in the meal pass log is lined through and initialed. If lost, a new meal pass in the appropriate color series is issued. The food service officer must be advised when a meal pass is lost. Permanently recalled meal passes must be destroyed.

Exceptions

Activities involved in the training of inactive reserve personnel are not permitted to issue permanent NAVSUP Form 1105s to such personnel due to the excessive administrative effort to issue, recall, and destroy such passes for the limited periods of time involved. Local procedures should be developed to control the issue of meals to inactive reserve personnel entitled to rations in kind by some method other than the use of permanent meal passes

HEAD COUNT PROCEDURES

A signature head count procedure is used by all shore general messes, except in cases of mass or captive feeding, to determine the actual number of personnel fed at each meal. Every person receiving a meal must sign a Meal Signature Record (NAVSUP Form 1291) in ink to indicate

receipt (fig. 4-1). Ration credit is based on the number of signatures recorded. One initial, surname, and meal pass number (except contract facilities' personnel who will insert one initial and surname only) are required of each individual. Command or unit entries are not required by parent (host) activity personnel or by tenant activity personnel if a means is used to identify the tenant activity from the meal pass numbers. Transient personnel are required to annotate their parent command or unit. Individuals passing through the serving line more than once during the same meal should sign the NAVSUP Form 1291 only once.

Responsibilities and Duties of the Food Service Officer

The food service officer (FSO) is responsible for conducting and monitoring the signature head count procedure. The FSO trains personnel in the performance of their assigned duties. Special emphasis is placed on the eligibility of patrons authorized to receive rations in kind at government expense.

Responsibilities of the Messdeck Master-at-Arms

The master-at-arms is responsible for the following:

- Determining the eligibility of personnel passing through the serving line to eat in the general mess
- Obtaining signatures and a legible meal pass number on NAVSUP Form 1291

MEAL SIGNATURE RECORD (4061)
NAVSUP FORM 1291 (REV 2-72)

DATE 9-5-88 SHEET NO 1 OF 1

MESS LINE (1st 2nd etc.)

CATEGORY OF PERSONNEL (Check applicable block)

[X] NAVY REGULAR	[ ] NAVY CADETS	[ ] ARMY REGULAR	[ ] COAST GUARD	[ ] AIR FORCE NATIONAL GUARD	
[ ] NAVY RESERVE	[ ] MARCORPS REGULAR	[ ] ARMY RESERVE	[ ] CIVILIAN APPLICANTS	[ ] FOREIGN	
[ ] NAVY ROTC	[ ] MARCORPS RESERVE	[ ] ARMY NAT L GUARD	[ ] AIR FORCE REGULAR	[ ] OTHER (Specify)	

	SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT		SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT
1	R Del Donna	2321		26			
2	W Hamilton	2079		27			
3	D. Houghton	6901		28			
4	B. Howard	2300		29			
5	E Leavitt	2725		30			
6	J McQueen	2327		31			
7	C Blk Cake	2080		32			
8	J. Thomas	2257		33			
9	D Trenton	1955		34			
10	E. Blaingame	6902		35			
11	R Mercado	5703		36			
25				50			

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Figure 4-1.—Meal Signature Record (NAVSUP Form 1291).

- Preparing a daily Recapitulation of Meal Record (NAVSUP Form 1292)

In discharging the above responsibilities, the master-at-arms gives special attention to ensuring that only persons entitled to rations in kind are permitted to eat at government expense. The master-at-arms performs the following:

- Requires each person to exhibit a valid meal pass and an identification card

- Permits new arrivals to pass if they show a copy of orders and identification card

- Requires persons on travel orders and receiving per diem to have the travel orders endorsed

- Receives the NAVSUP Form 1292s for mass feeding in the general mess and makes a manual count of the group as they enter the serving line to verify the total

- Enters "Total verified" and signs on the second signature line of each NAVSUP Form 1292 for mass feeding within the mess area

The Recordskeeper

The recordskeeper is responsible for verifying the entries made on the daily NAVSUP Form 1292 by the master-at-arms and the cashier and for entry of meals served to personnel not passing through the serving line The recordskeeper performs the following:

- Verifies totals of each type of personnel listed.

- Checks cash sales to ensure that credit sales are included in the count.

- Ensures that the NAVSUP Form 1292 prepared for duty foodservice personnel is accurate and does not include personnel receiving commuted rations.

- Checks meals requested and furnished against NAVSUP Form 1292s for other types of personnel not passing through the serving line.

- Ensures that the entry for contract foodservice personnel does not exceed the number on duty during the meal.

- Reports inconsistencies to the food service officer for corrective action.

- Makes required corrections to personnel counts and coordinates the correction with the person responsible for the error. (Both must initial the correction.)

NAVSUP Form 1291

The NAVSUP Form 1291 should be preserialized and the headings completed before each meal to ensure control and to preclude loss or misuse of signature sheets. Either the master-at-arms or the person authorized in writing by the food service officer supervises the signing of NAVSUP Form 1291s. The supervising messdeck master-at-arms should be seated on a high stool behind the signature counter to verify meal passes and to direct personnel to the correct signature sheet. This assignment is one of the most important duties within the division. This person must be fair but firm in carrying out this assignment. This person must ensure that each person passing through the serving mess line is entitled to either rations in kind or pays, without exceptions.

CATEGORIES OF PERSONNEL —The number of personnel fed in each category is determined by requiring the personnel in each category (regular Navy, Naval Reserve, Marine Corps, Army, Air Force, Coast Guard) to sign separate forms The forms should be placed on separate clipboards, color coded to match the meal passes, or have stenciled signs to indicate the personnel categories. Minor categories may be combined on a single form and the appropriate category entered in the COMMAND/UNIT column

NIGHT AND BRUNCH MEALS.—Night meals are served between 2000 and 0800. Brunch meals served before 0900 hours are recorded as breakfasts Brunch meals served after 0900 hours are recorded as lunches.

SPECIAL FEEDING OCCASIONS.—The number of persons fed at special feeding occasions, such as picnics, barbecues, and cookouts,

are counted and reported for the regular general mess meal which the special event replaces.

Mass or Captive Feeding

At activities with mass or captive feeding, such as recruit training centers, schools, and brigs, and groups fed outside the general mess, the person in charge of a draft or group of personnel uses a NAVSUP Form 1292 to record the number of personnel of each category to be fed at the meal. The person in charge computes the total, writes an appropriate statement in the REMARKS block, such as "Mass feeding—school," "Mass feeding—picnic," and signs on the first signature line, including grade or rate, and service number.

When a group is fed in the general mess, the person in charge of the group presents the completed NAVSUP Form 1292 to the messdeck master-at-arms upon entering the messdeck. The master-at-arms makes a count of the group as it passes to verify the total, writes "Total verified," and signs on the second signature line. The master-at-arms retains the NAVSUP Form 1292 and assembles it with appropriate NAVSUP Form 1291s for that meal.

Meals furnished to personnel not passing through the mess line, such as working parties, inpatients of the dispensary or hospital, duty foodservice personnel, prisoners, and picnic or outing personnel, are handled as mass feeding. However, persons eating individually, in these cases, sign the NAVSUP Form 1291 and are excluded from the count on the "mass feeding" NAVSUP Form 1292. A person familiar with this responsibility is designated to prepare the NAVSUP Form 1292 and to deliver it to the recordskeeper as soon as possible after the meal and no later than the following morning. The recordskeeper checks the form to ensure that it is complete and makes such checks as possible to verify the total. The recordskeeper writes "Checked" and signs on the third signature line.

MEAL RECAPITULATION ASHORE

Upon securing the mess line, the master-at-arms (MAA) assembles the forms in sequence by category and draws an ink line below the last name of each form. The MAA determines the total number of signatures for each category of personnel and enters the totals on a NAVSUP Form 1292, which is prepared in an original and one copy. The total of all categories is entered as the first subtotal. The totals for breakfast, lunch, and dinner are entered on the same form. Separate forms are not prepared for each meal. The MAA signs on the first signature line and delivers the NAVSUP Form 1292 to the food service officer after the dinner meal. When more than one MAA is on duty at different meals, they both initial the subtotal(s) for which they are responsible and both sign on the first signature line.

DUTY CASHIER

When cash sales are made, the duty cashier enters the total number of meals sold from the general mess in the CASH SALES block, computes the second subtotal, and signs the certification on the second signature line. The entry opposite the CASH SALES block includes all meals sold: both those for which cash is collected before admission to the serving line and those sold on a credit basis. This figure should agree with the total recorded in the daily meal record.

On some stations the cashier billet may be combined with the master-at-arms. This can be accomplished effectively providing the person assigned has received proper training. There is no individual duty or assignment which can be singled out as the most important within the foodservice division because it takes team effort; however, the duty of cashier/MAA has the distinction of being the first to come into contact with the patrons as they enter the mess. For this reason, the person assigned to this duty must be extremely conscientious and customer service oriented. The customers (especially if they have just checked aboard) form their opinion of the general mess at this point. If their opinion at this point is favorable, it will probably take a great deal of poor service to change their original opinion; on the other hand, if their impression is unfavorable, it will be difficult to change this adverse opinion Think about it.

FOODSERVICE RECORDSKEEPER

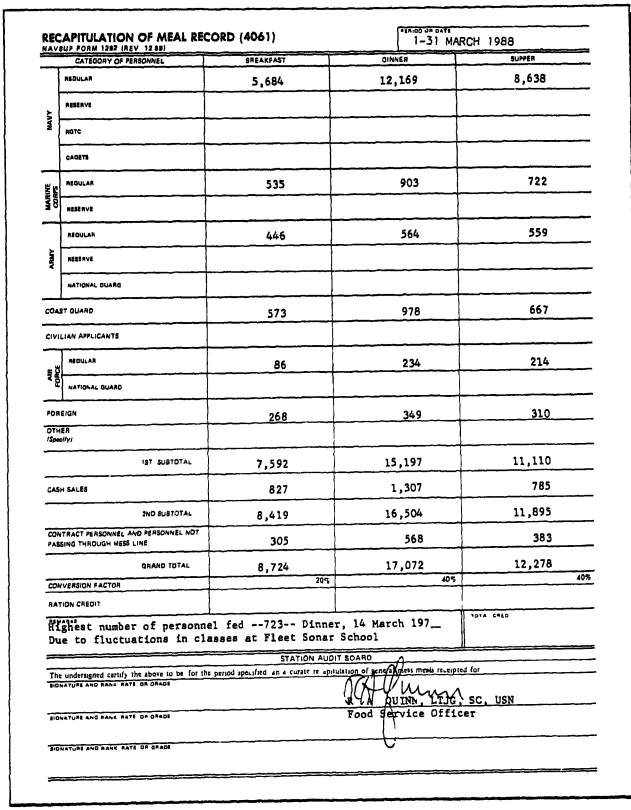
The foodservice recordskeeper audits the head count for each meal and coordinates any required correction with the person responsible for the error. Both should initial the correction. Contract foodservice personnel should sign the NAVSUP 1291 and the head count should be included opposite the CASH SALES (including contract personnel) caption on the NAVSUP Form 1292. The categories of personnel entered opposite the CONTRACT PERSONNEL NOT PASSING THROUGH MESS LINE caption on NAVSUP Form 1292 should be indicated as applicable. The foodservice recordskeeper computes the grand

totals and multiplies the grand totals by the conversion factors to obtain the ration credit for each meal; adds the ration credits for breakfast, lunch, and dinner and enters the total in the TOTAL CREDIT block; then signs the NAVSUP Form 1292 on the third signature line and posts the total credit figure to General Mess Control Record (NAVSUP Form 338). At the option of the food service officer, the total credit figure may be rounded to the nearest whole ration or may be used as computed.

DISTRIBUTION AND USE OF NAVSUP FORM 1292

The duplicate of the NAVSUP Form 1292 is delivered to the leading Mess Management Specialist for planning purposes. The original is retained by the food service officer for use in preparing a monthly summary NAVSUP Form 1292. (See fig. 4-2.)

At the end of each month, the food service officer prepares a monthly NAVSUP Form 1292



RECAPITULATION OF MEAL RECORD (4061)
NAVSUP FORM 1292 (REV 12 88)

PERIOD OR DATE: 1-31 MARCH 1988

CATEGORY OF PERSONNEL		BREAKFAST	DINNER	SUPPER
NAVY	REGULAR	5,684	12,169	8,638
	RESERVE			
	NOTC			
	CADETS			
MARINE CORPS	REGULAR	535	903	722
	RESERVE			
ARMY	REGULAR	446	564	559
	RESERVE			
	NATIONAL GUARD			
COAST GUARD		573	978	667
CIVILIAN APPLICANTS				
AIR FORCE	REGULAR	86	234	214
	NATIONAL GUARD			
FOREIGN		268	349	310
OTHER (Specify)				
1ST SUBTOTAL		7,592	15,197	11,110
CASH SALES		827	1,307	785
2ND SUBTOTAL		8,419	16,504	11,895
CONTRACT PERSONNEL AND PERSONNEL NOT PASSING THROUGH MESS LINE		305	568	383
GRAND TOTAL		8,724	17,072	12,278
CONVERSION FACTOR		20%	40%	40%
RATION CREDIT				

REMARKS: Highest number of personnel fed --723-- Dinner, 14 March 197_
Due to fluctuations in classes at Fleet Sonar School

TOTAL CRED

STATION AUDIT BOARD

The undersigned certify the above to be for the period specified and a correct recapitulation of actual rations meals receipted for

SIGNATURE AND RANK RATE OR GRADE

J W QUINN, LTJG, SC, USN
Food Service Officer

SIGNATURE AND RANK RATE OR GRADE

SIGNATURE AND RANK RATE OR GRADE

90.57

Figure 4-2.—Recapitulation of Meal Record (NAVSUP Form 1292).

from the accumulated NAVSUP Form 1291s and the NAVSUP Form 1292s prepared daily. In the event that the figure in the TOTAL CREDIT block on the monthly NAVSUP Form 1292 does not agree with the ration claimed in the CUMULATIVE TOTAL column 7 on NAVSUP Form 338, due to rounding off rations, the figure which is most advantageous to the mess may be used and adjustments made as follows:

- When the TOTAL CREDIT figure on the monthly NAVSUP Form 1292 is less than the CUMULATIVE TOTAL column 7 on NAVSUP Form 338, the figure on NAVSUP Form 1292 may be adjusted to agree with the NAVSUP Form 338 figure, and the REMARKS block on NAVSUP Form 1292 will be noted accordingly.

- When the TOTAL CREDIT figure on the monthly NAVSUP Form 1292 is greater than the CUMULATIVE TOTAL column 7 on NAVSUP Form 338, the figure contained on the NAVSUP Form 338 may be adjusted to agree with the figure contained on the monthly NAVSUP Form 1292, and the bottom margin of the NAVSUP Form 338 will be noted accordingly.

The variation of ration credits between the monthly NAVSUP Form 1292 and NAVSUP Form 338, due to daily rounding off, will not exceed plus or minus 13 ration credits per month

PROCEDURES FOR AUDIT BOARD

At least once each quarter, the station audit board should conduct an audit to ensure that specified controls are being maintained. Members of the audit board are appointed by the commanding officer of the shore activity operating the general mess. The board is composed of one to three officers, civilian employees of appropriate grade, or master or senior chief petty officers not associated with the foodservice operation. The board is responsible for ensuring compliance with specified procedures and the validation of signature head count totals. The audit board ensures that controls are being maintained over the issue and recall of the Meal Pass (NAVSUP Form 1105) and that required security is provided for unissued stocks of NAVSUP Form 1105. To check the integrity of controls on the issue and recall of meal passes, the audit board selects at random a total of 25 meal pass numbers (or 5% whichever is the lesser) from NAVSUP Form 1291s, including tenant activities, and checks the numbers and accompanying signatures against the appropriate meal pass log. The applicable names are then checked against pay or personnel records to ascertain if all are eligible for rations in kind. A small sample of personnel in a leave status is checked to ascertain that NAVSUP Form 1105s have been recalled. The audit board usually checks to ensure that the proper regulations are being followed to determine the eligibility of general mess patrons.

Audit of Head Count Totals

The audit board verifies the totals on the monthly NAVSUP Form 1292 by comparing them with the NAVSUP Form 1291s and daily NAVSUP Form 1292s, makes any required corrections, reconciles the corrections with the food service officer (the food service officer initials the changes), and signs the monthly NAVSUP Form 1292 in the spaces provided. The board then delivers the signed NAVSUP Form 1292 to the food service officer and destroys the NAVSUP Form 1291 (except those for foreign personnel and contract foodservice personnel which are returned to the food service officer for retention for 1 year). The audit of signature head count totals may be conducted monthly or quarterly at the option of the local command. To do a more thorough audit and for ease in checking the meal pass log before transfer of individuals, it is recommended that the required audit be conducted monthly

Reports to the Commanding Officer

A summary report of audit findings is made to the commanding office after each audit. Deficiencies in controlling NAVSUP Form 1105s, checking the eligibility of patrons, and documenting mass feeding are reported when discovered. Should it be discovered that a person on commuted rations has consumed meals at government expense, a report is made to the commanding officer of the command to which the person is attached. The working papers from which the reports to the commanding officer were developed are retained with a copy of the reports until they are reviewed during an audit or inspection.

ESTABLISHING RATION CREDIT

The monthly summary Recapitulation of Meal Record (NAVSUP Form 1292) is used to determine the number of meals fed during the month

for which ration credit can be claimed. The Ration and Sales Report (NAVSUP Form 1357) is used for a monthly summary report to the Navy Food Service Systems Office of the total ration credit for personnel fed.

NAVSUP FORM 1292

The monthly NAVSUP Form 1292 is used to determine the number of breakfasts, lunches, and dinners fed to each category of personnel. Meals fed to each category of personnel are converted to rations by multiplying breakfasts, lunches, and dinners by the applicable ration factor. The rations so computed are added and the total is rounded to the next higher whole ration and entered on the monthly summary NAVSUP Form 1357.

NAVSUP FORM 1357

The Ration and Sales Report (NAVSUP Form 1357) is the principal monthly foodservice report (fig. 4-3). Essential information on the report is as follows: receipts with charge, rations fed, and cash sales transactions. This report should be prepared in an original and four copies. Document distribution is as follows:

Original	retained by food service officer
Copy 1	forwarded to NAVFSSO
Copies 2, 3, and 4	provided to disbursing officer

Copy 1 of the NAVSUP Form 1357 should be mailed to NAVFSSO by the fifth day of the month following the end of the reporting period. All money values in the RECEIPT WITH CHARGE block and CASH STATEMENT section should be rounded to the nearest dollar, do not report cents (00). Aboard fleet ballistic missile submarines, the NAVSUP Form 1357 should be prepared and submitted for the period (patrol) the general mess is administered by each crew (blue or gold).

The NAVSUP Form 1357 should be prepared for all periods that sales are made even though the general mess is temporarily closed. General messes that are temporarily closed for overhaul, remodeling, or renovation should continue to render the monthly NAVSUP Form 1357 with the following notation at the top of the form "General Mess Closed for (insert reason)."

Use of NAVSUP Form 1357

The food service officer completes the ACCOUNTING CLASSIFICATION section and presents the NAVSUP Form 1357 to the disbursing officer at the following times:

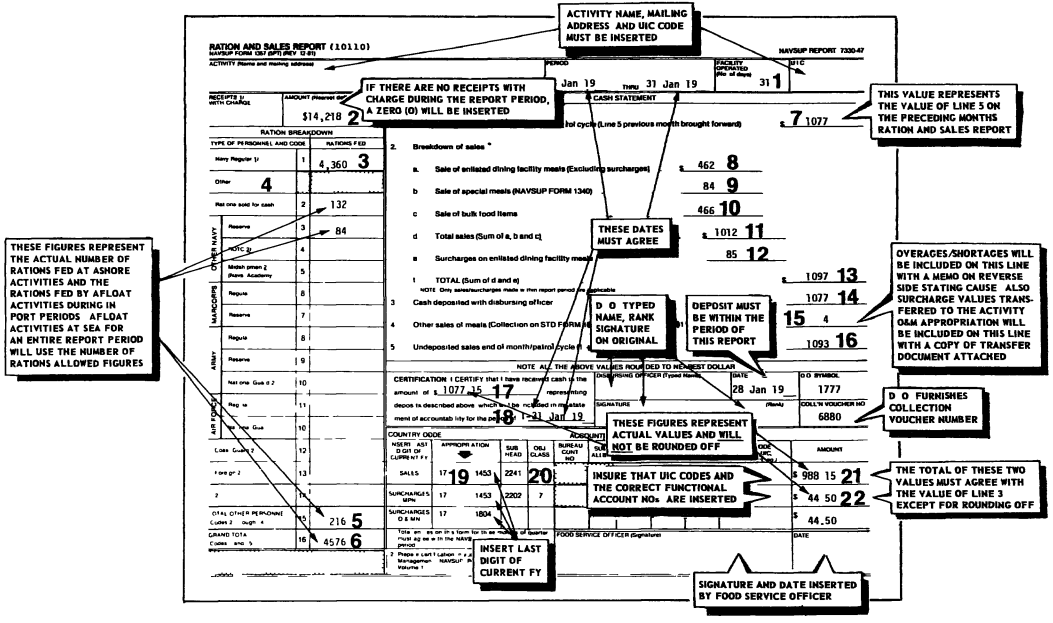
- Concurrent with or after the last deposit made during the report period.
- On or before the last day of the month.
- If the general mess returns are submitted on the relief of the food service officer or commanding officer aboard ships without a Supply Corps officer.
- Each time cash is deposited with a different disbursing officer.

The disbursing officer completes the CERTIFICATION section, ensuring the following:

- The period agrees with the PERIOD in the heading.
- The date of deposit is within the PERIOD in the heading.
- The total amount of cash received agrees with the total of SALES and SURCHARGES reported in the ACCOUNTING CLASSIFICATION section.
- The copies 2, 3, and 4 are detached and retained

The Ration and Sales Report (NAVSUP Form 1357) is the product of a continuing goal to reduce and streamline the administrative effort required at all Navy general messes Changes to the monthly and quarterly NAVSUP Form 1357 reporting requirements are summarized as follows·

- Reporting of all sales transactions has been revamped. A simplified reporting procedure is in effect which starts with cash and/or vouchers representing cash at the beginning of the period, adds all sales/surcharges transactions occurring during the period and subtracts all cash deposited, ending with the undeposited cash position at the end of the period.
- The requirement of reporting the number and value of meals sold for cash is eliminated.


ACTIVITY NAME, MAILING ADDRESS AND UIC CODE MUST BE INSERTED
RATION AND SALES REPORT (10110)
NAVSUP REPORT 7330-47
IF THERE ARE NO RECEIPTS WITH CHARGE DURING THE REPORT PERIOD, A ZERO (0) WILL BE INSERTED
THIS VALUE REPRESENTS THE VALUE OF LINE 5 ON THE PRECEDING MONTHS RATION AND SALES REPORT
THESE FIGURES REPRESENT THE ACTUAL NUMBER OF RATIONS FED AT ASHORE ACTIVITIES AND THE RATIONS FED BY AFLOAT ACTIVITIES DURING IN PORT PERIODS AFLOAT ACTIVITIES AT SEA FOR AN ENTIRE REPORT PERIOD WILL USE THE NUMBER OF RATIONS ALLOWED FIGURES
THESE DATES MUST AGREE
D O TYPED NAME, RANK SIGNATURE ON ORIGINAL
DEPOSIT MUST BE WITHIN THE PERIOD OF THIS REPORT
OVERAGES/SHORTAGES WILL BE INCLUDED ON THIS LINE WITH A MEMO ON REVERSE SIDE STATING CAUSE ALSO SURCHARGE VALUES TRANSFERRED TO THE ACTIVITY O&M APPROPRIATION WILL BE INCLUDED ON THIS LINE WITH A COPY OF TRANSFER DOCUMENT ATTACHED
D O FURNISHES COLLECTION VOUCHER NUMBER
THESE FIGURES REPRESENT ACTUAL VALUES AND WILL NOT BE ROUNDED OFF
INSURE THAT UIC CODES AND THE CORRECT FUNCTIONAL ACCOUNT NOs ARE INSERTED
THE TOTAL OF THESE TWO VALUES MUST AGREE WITH THE VALUE OF LINE 3 EXCEPT FOR ROUNDING OFF
INSERT LAST DIGIT OF CURRENT FY
SIGNATURE AND DATE INSERTED BY FOOD SERVICE OFFICER

90.58

Figure 4-3.—Preparation of the Ration and Sales Report.

- It is no longer necessary to report the number of rations allowed by category of personnel.
- The personnel/executive officer input to determine rations allowed (total on board—deductions) is discontinued.
- The personnel/executive officer does not have to sign the monthly report.
- Submission date is on or before the fifth day following the end of the reporting period.

Instructions for Preparing NAVSUP Form 1357

The NAVSUP Form 1357 (fig. 4-3) should be prepared according to the following instructions. Refer to figure 4-3 as you read the instructions. Specific lines have been numbered for convenience.

1. MESS OPERATED — The number of days the general mess operated during the report period. The total of this figure for 3 months on a cumulative monthly basis is inserted in the FACILITY OPERATED block on the quarterly General Mess Operating Statement (NAVSUP Form 1358).

2. RECEIPTS WITH CHARGE — The total receipts with charge during the report period is posted from column (9) of the Requisition Log (NAVSUP Form 1336). Ashore activities that do not maintain NAVSUP Form 1336 post this item from the Record of Receipts and Expenditures (NAVSUP Form 367). Zero is entered (0) for no receipts with charge. If a dealer's bill is not received in time for inclusion on the monthly report, a dummy invoice is prepared. Receipts without charge should not be included

3. NAVY REGULAR — The total rations fed to regular Navy enlisted members during the report period. General messes ashore enter the total rations fed figure extracted from the Recapitulation of Meal Record (NAVSUP Form 1292) General messes afloat during at-sea periods (includes the day of leaving and the day of return to port) use the number of rations allowed which is obtained from the executive/personnel officer for Navy regular. When in port the actual count of Navy regular personnel is used.

4. OTHER — The total rations fed to other categories of personnel during the report period.

4. OTHER—Continued	General messes ashore enter the total rations fed by category and rations sold for cash figures extracted from the Recapitulation of Meal Record (NAVSUP Form 1292) according to par. 2114-2 of NAVSUP P-486. General messes afloat during at-sea periods use the number of rations allowed which is obtained from the executive/personnel officer for other categories of personnel. When in port the actual count of other personnel fed is used. Rations sold for cash are posted as applicable. Subtract the number of RATIONS SOLD FOR CASH and the number of Allowed Rations for OTHER personnel from the number of rations reported in the GRAND TOTAL line and post the results to the Navy Regular line (GRAND TOTAL—OTHER—"Rations sold for cash"—"Navy Regular"). Categories of other personnel designated by a numerical symbol "2" require certification for reimbursement purposes.
5. TOTAL OTHER PERSONNEL	The total rations fed to other personnel during the report period. The total of this figure for 3 months is inserted in the RATIONS FED column after the TOTAL OTHER PERSONNEL caption on the quarterly General Mess Operating Statement (NAVSUP Form 1358).
6. GRAND TOTAL	The total rations fed to "Navy Regular" (line 3) and TOTAL OTHER PERSONNEL (line 5). The total of this figure for 3 months is inserted in the RATIONS FED column after the TOTAL RATIONS caption on the quarterly General Mess Operating Statement (NAVSUP Form 1358)
7.Undeposited sales beginning of month/patrol cycle	This value is brought forward from Item 5 "Undeposited sales end of month/patrol cycle" (line 16) of the NAVSUP Form 1357 for the previous report period. If the previous report period does not reflect any undeposited sale, a zero (0) is inserted on this line.
8. Sale of general mess meals	This value is obtained from the NAVSUP Forms 1046 and 1544 for meals sold on a credit basis. This value excludes surcharges which are contained in Item 2e "Surcharges on enlisted dining facility meals" (line 12). When meals are sold to

8. Sale of general mess meals—Continued	children, the breakdown by type and number of meals and value of sales is recorded on the reverse side of NAVSUP Form 1357. A notation "Children sales, see reverse side" is placed to the right of this line. No surcharge should be included on this line.
9. Sale of special meals	This value is extracted from the MEALS SOLD FOR CASH section on the Special Meals Report (NAVSUP Form 1340).
10. Sale of bulk food items	The value of bulk food items food items sold from the general mess during the report period. The total of this value for 3 months is inserted in the SALE OF BULK FOOD ITEMS caption on the quarterly General Mess Operating Statement (NAVSUP Form 1358).
11. Total sales	The total value of "Sale of enlisted dining facility meals" (line 8), "Sale of special meals" (line 9), and "Sale of bulk food items" (line 10) during the report period.
12. Surcharges	The total amount collected for meals sold during the report period. Include only that amount to be credited to the appropriation "Military Personnel, Navy (17 ____ 1453.2202)" in the ACCOUNTING CLASSIFICATION section. Surcharges will be divided crediting 50% to the appropriation "17 ____ 1453.2202" and 50% to the Operation and Maintenance funds of the report activity.
13. TOTAL	The total value of "Total Sales" (line 11) and "Surcharges on enlisted dining facility meals" (line 12) during the report period.
14. Cash deposited with disbursing officer	The total amount of deposits made with the disbursing officer during the report period This value will be the same as the value contained in the CERTIFICATION (line 17) section and the disbursing officer should certify as required.
15. Other sales of meals	The value of meals sold for which payment has been reported to a disbursing officer on other documents (other than the Ration and Sales Report, such as DD

15. Other sales of meals—Continued

Form 1131 and Standard Form 1080). Entries in this line should be substantiated by a copy of each collection or transfer document. Overages and shortages less than $5 will be reported on this line with the explanation of the reverse side.

16. Undeposited sales end of month/patrol cycle

This value is computed by adding Item 1 "Undeposited sales beginning of month/patrol cycle" (line 7) and Item 2f TOTAL (line 13), and subtracting Item 3 "Cash deposited with the disbursing officer" (line 14) and Item 4 "Other sales of meals" on line 15 (lines 7 + 13 − 14 − 15). This figure is carried forward to Item 1 "Undeposited sales beginning of month/patrol cycle" (line 7) on the NAVSUP Form 1357 for the subsequent report period.

NOTE: ALL VALUES RECORDED IN INSTRUCTIONS 7 THROUGH 16 WILL BE ROUNDED OFF TO THE NEAREST DOLLAR.

17. CERTIFICATION (amount of $)

This value is the same (except for rounding off) as the figure contained in Item 3 "Cash deposited with disbursing officer" (line 14). This value should equal the total of the SALES (line 21) and SURCHARGES (line 22) value contained in the ACCOUNTING CLASSIFICATION section. Surcharges are divided; 50% will be credited to NMP funds and 50% to OMN funds of the reporting activity The certification amount on line 17 should equal the total of lines 21 and 22.

18. CERTIFICATION (period of)

This period should be the same as that indicated in the PERIOD block on the upper portion of NAVSUP Form 1357.

19. COUNTRY CODE

The applicable code should be inserted when the sales of meals or food items (including surcharges and flight meals) to United States or foreign national personnel affect the international balance of payments. This is only applicable to overseas shore installations.

20. OBJ. CLASS	The applicable code should be inserted when the sales of meals or food items (including surcharges and flight meals) to United States or foreign national personnel affect the international balance of payments. This is only applicable to overseas shore installations.
21. SALES	The value of sales deposited with the disbursing officer during the report period. The SALES (line 21) figure plus the figure for SURCHARGES (line 22) must equal the CERTIFICATION amount on line 17.
22. SURCHARGES	The value of surcharges deposited with the disbursing officer during the report period. The SURCHARGES (line 22) plus SALES (line 21) figures must equal the CERTIFICATION amount on line 17.

The NAVSUP Form 1357 is used to keep track of the current fiscal year's budget and is one of the tools used by Navy Food Service Systems Office to project the following year's subsistence budget. The importance of the proper preparation of this vital report cannot be overemphasized. Is your activity preparing it properly?

Nonavailability of Disbursing Officer

When, because of nonavailability of a disbursing officer, funds in the custody of the food service officer cannot be deposited on or before the last day of the month, a Ration and Sales Report (NAVSUP Form 1357) should be prepared by the food service officer in an original and one copy. If funds cannot be deposited with the disbursing officer for 2 consecutive months or reporting periods, a memo will be forwarded with the NAVSUP Form 1357 citing the expected deposit date. The food service officer should sign the report, retain the original, and forward the signed copy to the Navy Food Service Systems Office, with the CERTIFICATION and the ACCOUNTING CLASSIFICATION sections left blank.

Sales of Meals Aboard Fleet Ballistic Missile Submarines

Cash collection, deposit, and preparation of the Ration and Sales Report (NAVSUP Form 1357) for the sale of meals aboard fleet ballistic missile submarines should be on a patrol basis rather than on a monthly basis. Collection for sale of meals may be made by pay record checkage, if desired.

VERIFICATION AND AUDIT OF FUNDS ASHORE

Once each month, on different dates and at unannounced times, the food service officer of ashore activities should conduct a surprise verification and audit of funds held by cashiers, collection agents, or other foodservice personnel designated to handle cash. The period of the audit will be from the date of the audit which was conducted during the previous month to the current date

The Ration and Sales Report (NAVSUP Form 1357) should be used to record and document all general mess audits. The NAVSUP Form 1357 should be prominently labeled "General Mess Audit" at the top of each sheet. Entries should be made in items 1-5 of the CASH STATEMENT section, as appropriate, and totals should be accumulated. The NAVSUP Form 1357 should be signed in the space provided for the food service officer's signature. Only an original NAVSUP Form 1357 should be prepared and filed by the food service officer unless there is a discrepancy of 1% or more in the amount of cash

collected. When a discrepancy of 1% or more exists, an additional copy should be prepared and forwarded to the commanding officer and the actions prescribed in the following paragraph should be taken. The original should be filed with the retained original of the monthly NAVSUP Form 1357.

Every discrepancy in excess of $5 should be investigated by the food service officer. The cause of the discrepancy should be determined and corrective action initiated. Any single discrepancy of 1% or more in the amount of cash collected should be the subject of a written report by the food service officer to the commanding officer. The food service officer reports the corrective action taken to the commanding officer, and a copy of the report of corrective action is filed with the original audit.

RATION COST CONTROLS

Ensure that every entitled ration is recorded on the General Mess Facility Control Record (NAVSUP Form 338) including meals consumed at picnics, cookouts, and so forth. The NAVSUP 338 should be reviewed and checked daily to ensure that all posted information is correct. Chapter 4 of *Mess Management Specialist 3 & 2* rate training manual (NAVEDTRA 10267-A2) should be reviewed for the proper preparation of NAVSUP Form 338.

A supplemental ration allowance should be added to the basic daily food allowance on the NAVSUP Form 338 each day that the total rations fed is 149 or less. The supplemental allowance should be added daily and not as cumulated and added at the end of the accounting period. The supplemental allowance is intended to be used to feed the crew and not to be used for an inventory adjustment at the end of the accounting period. Good ration cost controls lead to a well-managed mess. Don't accept or give anything less.

CHAPTER 5

PROCUREMENT, HANDLING, AND STORAGE OF FOOD ITEMS

Although the supply officer or food service officer is responsible for requisitioning and procuring of food items, in some instances, you may be required to perform these duties. In either case, your experience, your knowledge, and your planned menus will be extremely valuable when preparing requisitions.

A thorough knowledge of the mechanics of procurement is essential. Each phase will be discussed and explained in this chapter. However, before any thought is given to the actual preparation of requisitions and purchase orders, you must determine your needs. This cannot be done on the spur of the moment. You must know what stocks are on hand, how much can be loaded in each storage space, and when to order.

Whatever you procure must be receipted, inspected, and stowed. Points discussed in this chapter will help you accomplish this efficiently and safely Prior planning and preparation will eliminate confusion, disorganized storage spaces, and the resultant survey of spoiled food items

This chapter is intended to help you find the answers to such questions as the following:

- What items should I consider to develop a balanced load?
- What catalog should I use when purchasing or requisitioning food items?
- When requisitioning from other Navy activities, what paper work do I submit?
- When I receive stores but no dealer's invoice is received by the ship, when and how do I go about making an inquiry?
- What should I do with unsatisfactory food items?
- What are my duties in connection with underway replenishment?
- Where in the freeze box should pork, veal, lamb, poultry, and fish be stowed?

PLAN THE LOAD

The fleet can't stay at sea without food. You are responsible for ensuring maximum endurance capability of your ship.

During the past few years, several crises have arisen that required ships to report to their stations on extremely short notice. There may be other crucial periods in the future that will require similar action.

BALANCED LOAD

You must assist the food service officer in developing a balanced load.

Use the menu as a daily tool for maintaining a balanced load. A well-developed cycle menu, in conjunction with a frequency chart of major menu items, will assist in determining balanced load requirements. When deployed, you will want to keep a close check on inventories in order to make the best use of your remaining stocks.

Listed below are some of the items that you should consider when you are developing a balanced load.

1 Check the fleet commander's operation plan which established endurance by ship type for each category of stores.

2. Know the amount of cubical storage space available for normal operating conditions and the amount of deck storage space available in the event of emergency operations.

3. Know your ship's operating schedule

Remember, you cannot establish your food item endurance loads on the basis of formulas and graphs alone. You must apply common sense and good judgment to the problem.

If you have usage data that were generated during extended unreplenished operations, you have ideal information to use in planning your endurance load. However, if the only available data represent usage during replenishment operations or when normal liberty was granted, the data would not reflect requirements for true endurance conditions. Such data can, however, be a help in deciding which foods to include in your endurance load list. When local usage data or applicable usage data from a ship of the same class are not available for use in planning load lists, refer to the subsistence endurance base (SEB) in NAVSUP P-486. This guide is also a helpful tool for MSs who have had limited experience in planning load lists. The *Navy Food Service*, NAVSUP P-476, also includes articles on endurance loading.

STOCKAGE OBJECTIVE

The stockage objective for food items should be the sum of the operating level plus the safety level in terms of days of supply (see fig. 5-1). The operating level of supply is the amount of material required to sustain operating requirements between replenishment periods. The safety level of supply is generally the quantity required to be on hand, in addition to the operating level, to permit continued operations in the event of a minor interruption of normal replenishment or unpredictable fluctuations in demand. Stockage objectives for ships are issued by the appropriate type commander. Stockage objectives for food items for activities in Alaska, Hawaii, and overseas are issued by the fleet commanders through their logistics agents.

CONUS activities maintaining inventories of food items in end-use accounts, who requisition and stock food items under the appropriation, Military Personnel Navy, as authorized by the Navy Food Service Systems Office, should use the stockage levels recommended in the NAVSUP P-486, volume I, chapter 3.

REQUIREMENTS DETERMINATION

You are required at all times to have sufficient food items on board to provide for a specific period of time. This means enough food to feed a balanced diet. Your fleet commander specifies the period of time in days, and this period varies among fleets and among type commanders. It is

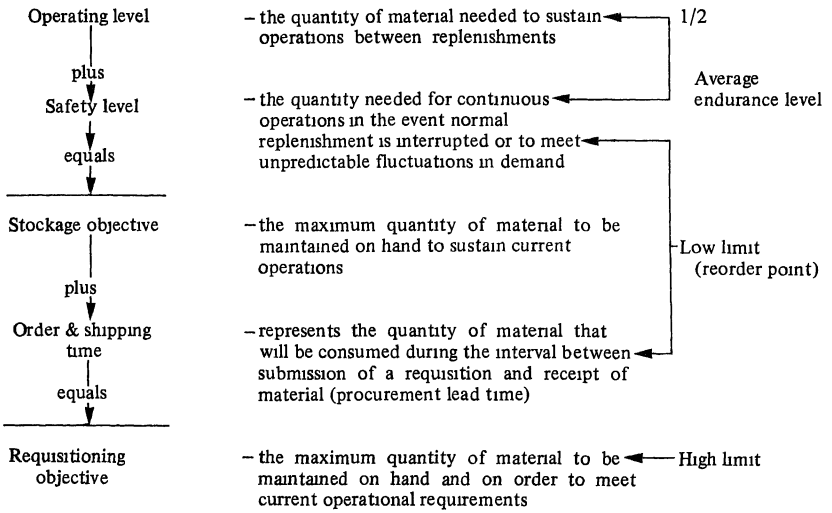

Operating level
plus
Safety level
equals
Stockage objective
plus
Order & shipping time
equals
Requisitioning objective
– the quantity of material needed to sustain operations between replenishments
– the quantity needed for continuous operations in the event normal replenishment is interrupted or to meet unpredictable fluctuations in demand
– the maximum quantity of material to be maintained on hand to sustain current operations
– represents the quantity of material that will be consumed during the interval between submission of a requisition and receipt of material (procurement lead time)
– the maximum quantity of material to be maintained on hand and on order to meet current operational requirements
1/2
Average endurance level
Low limit (reorder point)
High limit

Figure 5-1.—Stockage objective for food items.

your responsibility to implement the directives you receive in terms of quantities of specific food items.

Requirements

Fast frigates are expected to carry a 45-day stock. You should be ready to get underway at any time and not worry about replenishing for at least 45 days. You must have a sufficient amount of the right kinds of foods aboard to provide a balanced diet during deployment.

Normally, fleet commanders specify that ships should replenish every 2 weeks while they are in the United States. The fleet commander may also specify that all ships top off storerooms (fill the storerooms to capacity). This will enable ships to stay at sea for a maximum period without replenishment.

The requirements discussed above may not be valid on your ship. When you report on board a ship for duty, check the fleet commander's instructions for actual requirements.

Basically, there are five steps which must be considered when you are determining your requirements These steps are appropriate for either general or private messes.

Step one of your loading out is the determination of your present stock level; this can be accomplished by checking your Stock Tally (NAVSUP Form 209) and your Subsistence Ledger (NAVSUP Form 335) for quantities on hand

In step two you determine the capacity of the total storage area and then divide that figure into the dry, chill, and freeze storage areas Figuring space availability will be discussed later in this chapter

Step three should be the planning of your menus Menu planning is discussed in chapter 7 in detail, but to keep this section on procurement in a logical order, a brief mention of menus will be made at this time

When you are planning menus for extended, unreplenished periods, the use of specialty items, such as pizza crusts, potato chips, or ice cream cups, should be ordered in quantities that will not tax your storage spaces. The use of cycle menus is extremely important in preparing for deployment. Cycle menus are an excellent management tool at any time but especially valuable when you are preparing for an extended deployment

For more information on cycle menus, refer to the *Foodservice Operations Manual* (NAVSUP P-421), chapter 5. If you have cycle menus already prepared, review them closely and make changes and substitutions where necessary to use more stable food items, such as dehydrated peppers instead of fresh peppers, and dehydrated potatoes instead of fresh potatoes. Custom foods should be used to their fullest extent when you are planning for deployment Fresh produce has a higher acceptability factor; therefore, you should stock what you can, taking into consideration the spoilage factor and the storage capacity.

When you are considering requirements for a deployment, think stowage capacity/custom foods. The term *custom food* is used to describe the various types of laborsaving and spacesaving processed foods which are authorized for Navy messes The basic forms of custom foods are canned, dehydrated (including dehydrated compressed), and frozen. Custom foods are economical spacesavers and, if properly used, will reduce the operating cost of the mess.

In step four you should determine the quantities of food items that are necessary for a specific period of time, such as the time between replenishment and your next scheduled replenishment.

The word *scheduled* is emphasized because you must allow for unforeseen circumstances when your scheduled replenishment date cannot be met For example, inclement weather could necessitate the postponement of replenishment, supply ships may not be available, or the supply center may be out of an item or items.

In step five you should be able to identify the available supply source(s) You may be required to assist the supply officer, food service officer, or mess caterer requisition and procure food items; in some instances, you may be required to perform these duties on independent duty In either case, your experience, your knowledge, and your planned menus will be extremely valuable to you when preparing requisitions

Fleet Instructions

Fleet commanders furnish instructions for establishing and maintaining a balanced load through the *Atlantic Fleet Requisitioning Guide*, CINCLANTFLTINST 4210.1 and COMSERVFORCSIXFLTINST 4000.1, and the *Pacific Requisitioning Guide*, CINCPACFLTINST 4235.1

Afloat requisitioners, both Atlantic Fleet and Pacific Fleet, use the single CARGO (*Consolidated Afloat Requisitioning Guide Overseas*), NAVSUP P-4998, chapter 3, titled "Subsistence Requisitioning Tables." These tables also contain

information on stock management of food items and requisitioning procedures. The available seasonal fresh produce listing differs for the Atlantic and Pacific Fleets. By direction of the Naval Supply Systems Command, CARGO is issued annually by the Fleet Material Support Office.

The Subsistence Requisitioning Tables listed in the CARGO shows quantities of food items in terms of nine alternative balanced loads identified by column headings A through I. Column headings also indicate approximate man-days of support provided by each column. Man-days support ranges from a 30-day level for approximately 83 (Column A—2,500 man-days) to a 30-day level for 3,000 (Column I—90,000 man-days).

When using the above publication, determine your requirements for all items listed in the applicable tables by doing the following:

- Checking your storerooms and seeing what stores you have and what space you have
- Checking your records and seeing what you have used
- Being sure you are ordering enough food items to include the private messes aboard

Ashore General Messes

The normal subsistence requirements table represents quantitative needs of the most commonly used items in ashore general messes. This table may be found in NAVSUP P-486, volume I, chapter 3, and used for the following purposes:

- Planning initial stock lists
- Establishing stock levels
- Developing requisitioning requirements

Storage Data

The normal subsistence requirements table lists requirements for each item, including perishables, for subsisting 1,000 personnel for 30 days. Therefore, you should adjust the cube and gross weight data to reflect local delivery schedules for various foods before listing data to estimate storage requirements. For example, the chill storage requirements for milk for 1,000 personnel for 30 days is 1,063 cubic feet; however, this is based on milk being delivered daily except on Sunday. The storage requirement for milk would be reduced to 1/15th of 1,063, or 71 cubic feet, to accommodate a 2-day supply. Adjust storage data when requisitioning frozen meats instead of chilled sausage meats and other cured meats. Chilled storage is recommended for fresh potatoes and onions. If you have separate designated storage areas for these items, adjust chill storage requirements accordingly. Storage requirements reflect only the space required for the foods in their packaging. You must estimate the additional space required for air circulation, aisles, shelves, and battens. The many variations in storage space configuration make a standard adjustment impractical.

Afloat General Messes

The 45-day subsistence endurance base and the 6-month requirement for spices and low-use staple items contained in NAVSUP P-486, volume I, chapter 3, serve as guides in planning readiness requirements for those ships with prescribed endurances which extend beyond 30 days. The subsistence endurance base includes a larger proportion of dehydrated and other spacesaving items and a smaller proportion of refrigerated items than is generally used when operating conditions permit regularly scheduled replenishment of more bulky perishable items When these endurance base guides are used in combination with 30- to 45-day stock levels, which reflect an individual ship's normal usage, endurance levels can be adapted to the storage space limitation of the ship.

Menus for Extended Endurances

The meal summaries in NAVSUP P-486, volume I, chapter 3, show how many times each menu item can be served, using the 45-day subsistence endurance base stocks listed Consider these meal summaries and local acceptance when adapting the 45-day subsistence endurance bases to onboard stowage capabilities and as a basis for planning a "readiness menu" for implementation during extended operations or when replenishments are delayed.

Procurement Restrictions

Food items authorized for Navy use are listed in the Federal Supply Catalog, Federal Supply Classification (FSC) Group 89, Subsistence. Requests for exceptions or deviations from usage

restrictions must be submitted via the chain of command to the Navy Food Service Systems Office with complete justification. Brand name items cannot be authorized. Check NAVSUP P-486, volume I, paragraph 3031, for further information about procurement restrictions.

Private messes have the option to use either the Navy supply system, commercial vendors, or both.

FIGURING SPACE AVAILABILITY

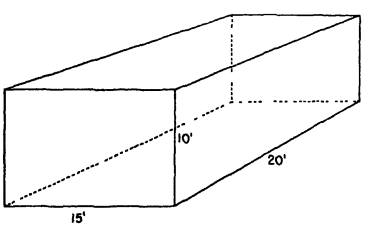
Now that you know how to estimate quantities, you must learn to estimate stowage space. You don't want to order more than can be stowed.

The capacity of a compartment shaped like the one shown in figure 5-2 is found by multiplying the length by the width by the height.

$$20 \times 10 \times 15 = 3{,}000 \text{ feet}$$

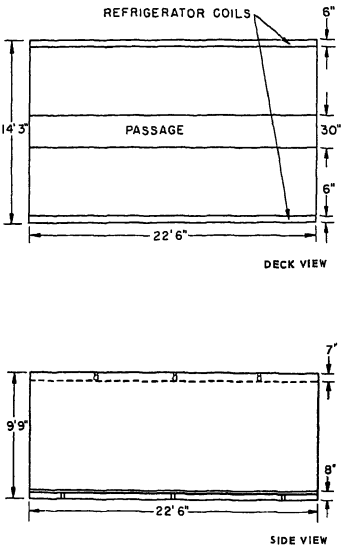
Unfortunately, all stowage spaces are not this easy to figure. Many times there are coils, pipes, lights, and required passageways or aisles that prevent you from using all the space. You will not be able to pack or stow food items up to the overhead or from bulkhead to bulkhead, because room for ventilation and access to the food items must be provided.

For example, a stowage space 22 feet 6 inches long, 14 feet 3 inches wide, and 9 feet 9 inches high is shown in figure 5-3. There are coils extending out 6 inches from the bulkhead along both the long sides of the space. Also, a 30-inch passageway must be provided down the center of the space Study figure 5-3 and notice the



90.4

Figure 5-2.—Rectangular space.



90.5

Figure 5-3.—Space with obstructions.

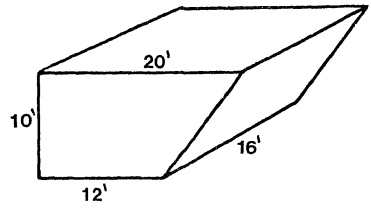
allowances that will have to be made for the coils and passageway. In addition, the lights extend down 7 inches from the overhead, and gratings 8 inches high were placed on deck as shown in figure 5-3, the side view

To find the cubical capacity of this stowage space, write down the actual dimensions of the space. Then subtract the dimensions of the allowances you will need to make, like this

22'6"	Total length	14'3"	Total width	9'9"	Total height
	less	2'6"	passage	7"	lights
		1'	coils	8"	gratings
22'6"	Usable length	10'9"	Usable width	8'6"	Usable height

Using these new dimensions, proceed as before.

22 1/2 × 10 3/4 × 8 1/2 = 2,055 15/16 cubic feet



90.6

Figure 5-4.—Irregular space.

You may have a stowage space shaped like the one shown in figure 5-4. First, you will have to get the average width by adding the two widths together and dividing by 2.

$$\frac{12' + 20'}{2} = \frac{32'}{2} = 16 \text{ feet}$$

Then complete the problem by multiplying this average width by the length and by the height.

$$16' \times 16' \times 10' = 2{,}560 \text{ cubic feet}$$

SPECIAL SPACE PROBLEMS

Some food items, such as frozen meats, must be kept in a special type of storage. The capacity of these spaces limits the amounts you may order.

When planning for an extended cruise, you may find that freeze space on your ship is not adequate to store the total meat requirements You will want to load canned meats to supplement your frozen meat supply. NAVSUP P-486, volume I, paragraph 7004, and the table Substitution Factors for Custom Foods lists the factors to use when converting pounds of frozen meat items to canned meat counterparts.

METHODS OF PROCUREMENT

General messes ashore and ships in port normally submit requisitions for authorized food items found in FSC Group 89, Subsistence, to the nearest naval supply support activity. Deployed ships should submit requisitions to a store ship (AF), combat store ship (AFS), fast combat support ship (AOE), or other afloat activity. When normal sources are not available, food items may be procured by transfer from other military sources and United States government departments. Food items, such as fresh dairy products and commercially prepared bakery products, as authorized, normally are obtained in the United States by placement of delivery orders against indefinite-type contracts. Material is taken up as a receipt from purchase. Brand name contracts (Defense Logistics Agency Supply Bulletin, SB10-500) are not authorized for use in obtaining food items for the general mess. Further information concerning sources of supply, procurement, local restrictions, and so forth, are contained in NAVSUP P-486, volume I, paragraph 3030.

PROCUREMENT PUBLICATIONS

Certain publications are required when you requisition or purchase food items. The Federal Supply Catalog, Group 89, Subsistence, is used to requisition food items. Contract bulletins are referred to when you purchase food items under contract. DLA contract bulletins may also list resale food items. These items are not authorized for general mess use.

The Federal Supply Catalog, Group 89, Subsistence, furnishes the identification and management data for items required by the Army, Air Force, Marine Corps, and Navy. It provides the official source of identification for DoD supply and procurement activities. The Stock List is generally published annually and updated by the publication of cumulative Change Bulletins. See figure 5-5.

Group 89 (except class 8965) contains items for which activities in the DoD have recorded requirements. Part I, Alphabetical List, is a list of all food items arranged in alphabetical sequence by subgroups within each of the following classes:

8905	Meat, Poultry, and Fish
8910	Dairy Foods and Eggs
8915	Fruits and Vegetables
8920	Bakery and Cereal Products
8925	Sugar, Confectionery, and Nuts
8930	Jams, Jellies, and Preserves
8935	Soups and Bouillon
8940	Special Dietary Foods and Food Specialty Preparations
8945	Food Oils and Fats
8950	Condiments and Related Products
8955	Coffee, Tea, and Cocoa
8960	Beverages, Nonalcoholic
8970	Composite Food Packages

Part I contains a list of all food items arranged in alphabetical sequence by subgroups within each

ACTION CODE	INDEX NUMBER	NATIONAL STOCK NUMBER	PERISHABILITY	DESCRIPTION	UNIT OF ISSUE	CONVERSION FACTOR	USAGE MANAGEMENT CONTROL CODE	REQUISITION CODE
		8905		PORK				
	1900	00-419-4320	P	BACON, CANADIAN STYLE (MADE IN USA), frozen, unsliced, cured, smoked, 5 to 9 lb, USDA IMPS, Item No 550, selection 1 and/or 2	LB	1 000	-	H
	1910	00-551-9908	P	BACON, SLAB, chilled, cured, smoked, 8 to 14 lb, USDA Specification For Slab Or Sliced Bacon, Schedule SB	LB	1 000	a	H
	1920	00-551-9910	P	BACON, SLAB, frozen, cured, smoked, 8 to 14 lb, USDA Specification For Slab Or Sliced Bacon, Schedule SB	LB	1 000	-	P
D		00-782-6413						
C	1930	01-034-7550	P	BACON, SLICED, frozen, cured, smoked, 8 to 10 in. lg slices, 18 to 22 slices per lb, 1 lb shingled vacuum pg, USDA Specification For Sliced Bacon, Schedule SL, style 2, (ADCoP)	LB	1 000	-	D
C	1950	00-403-9592	P	BACON, SLICED, (BULK), frozen, cured, smoked, [illegible] acceptability (ADCoP)	LB	1 000	-	H
C	2010	00-209-5923	P	CHITTERLINGS, RAW, frozen, high commercial grade, w/demonstrated commercial market acceptability (ADCoP)	LB	1 000	-	H
	2020	00-753-6426	P	FRESH HAM, BONELESS (ROAST), frozen, uncured, skinned, shankless, enclosed in stretchable netting, 8 to 12 lb, USDA IMPS, Item No 402C, selection 2 or better, wt range B and/or C	LB	1 000	-	H
C	2030	00-782-3329	P	HAM, CANNED, pullman or pear shaped, boned, w/natural juices, 3 to 5 lb, high commercial grade, w/demonstrated commercial market acceptability (ADCoP)	LB	1 000	g, h	L
	2040	00-023-8284	NP	HAM CHUNKS WITH JUICES, CANNED, smoked, vacuumized and heat processed, 29 oz net wt, 401 by 411 size can, IP DFS S-1-0 (ITEM HAMP FORMERLY HAM, CANNED)	CN	1 813	b, d	D
	2050	00-126-3393	P	HAM, CANNED (PEAR), whole, boneless, cured, skinless, shankless, w or w/o liquid smoke, vacuumized and heat processed, 11 or 12 lb, USDA Specification For Canned Ham, Schedule CH	LB	1 000	-	H
	2060	00-410-4670	P	HAM, CANNED (PULLMAN), whole, boneless, cured, skinless, shankless, w or w/o liquid smoke, vacuumized and heat processed, 11 or 12 lb, USDA Specification for Canned Ham, Schedule CH	LB	1 000	-	H

30 41.1

Figure 5-5.—Federal Supply Catalog Stock List.

FSC class It contains the following descriptive and related management data.

1. Action codes. A series of codes denoting additions, deletions, or changes to published data as follows·

A (ADD) —Indicates NSN not included in a previous publication.

B (REINSTATE)—Indicates that the NSN previously deleted from a publication is being reinstated.

C (CHANGE) —Indicates a change in descriptive and/or management data since the previous publication. An asterisk is placed to the right of the elements of management data that have changed.

D (DELETE) —Indicates that an NSN has been deleted and not replaced.

2. Index number. A sequencing number assigned to each item according to its alphabetical

position. This number should not be used for identification purposes

3. National stock number (NSN). A 13-digit number assigned to each item of supply. The first four digits appearing at the top of the page represent the Federal Supply Classification which applies to all items on the page. The remaining nine digits of the NSN constitute the national item identification number (NIIN), which identifies each individual item.

4. Perishability. All items are identified as either NP (nonperishable) or P (perishable).

5. Description. The item descriptions included in this group are approved national item identifications arranged in narrative form. The description includes specifications and other documents or reference numbers when applicable.

6. Unit of issue. This is the unit at which the item is priced and issued. The two-position alpha designation indicates the following: the physical measurement, the count, or when neither is applicable, the container, or the shape of an item. The unit of issue is used for purposes of requisitioning by, and issue to, the end user, and that element of management data to which the unit price is ascribed.

Unit-of-issue designations are listed below:

BG	bag
BR	bar
BT	bottle
BX	box
CK	cake
CN	can
CO	container
DZ	dozen
EA	each
GL	gallon
HD	hundred
JR	jar
LB	pound
ME	meal
MX	thousand
PG	package
PZ	packet
QT	quart

7. Conversion factor. The factors incorporated in the Federal Supply Catalog, Group 89, Subsistence, are the weights for translation of unit-of-issue quantities of the item into a common poundage denominator. Factors may be used directly or inversely. Directly, as multipliers, they permit exact reduction of bulk units of food into equivalent net pounds. Inversely, as divisors, they may be used for reconversion of quantitative poundages into equivalent unit-of-issue quantities. Weight is expressed in terms of pounds and decimals of pounds. Items not normally reducible to equivalent poundages for supply operations purposes are designated by 1.000 (NC). The figure 1.000 is provided for machine processing purposes only.

8. Usage management code. Management of the usage of items is indicated by the following codes. Where two or more codes are shown, usage is authorized by all management codes listed for the item. For example, if "b" and "d" are listed, the item is authorized for overseas and afloat use and for use in Standard "B" Ration and authorized reserve stockage programs.

CODE	DEFINITION
a	Domestic use only.
b	Overseas and afloat use only.
c	Controlled item. Requisitions require approval by appropriate military service headquarters.
d	For use in Standard "B" Ration and authorized reserve stockage programs only
e	Test item.
f	Therapeutic feeding only
g	Box lunches, flight feeding, carryout, modular food services units, or small and/or isolated units only
h	Submarines and ships feeding 99 or less only
i	Air Force only. Authorization required from AFESC before submittal of requisition(s).
j	Central processing facilities, milk plants, and/or general messes feeding 1,000 or more.

CODE	DEFINITIONS
l	For use where carbonated beverage dispensers are not available.
m	Afloat use only.
n	Aerovac feeding only.
o	No restriction for Army and Air Force. Marine Corps requisitions require approval by the headquarters. Not authorized for Navy.
p	Submarines only.
r	Short shelf life, limited to domestic and select overseas locations only.
s	No restriction for Army, Air Force. Marine Corps, and Navy ashore facilities.
t	Special management attention to exhaust stocks at all levels.
x	Ration component procured solely by DPSC for assembly into composite food packages.
-	No restriction.

9 Acquisition advice code. As an aid to requisitioners, the source of supply for each item is indicated by one of the following codes:

CODE	EXPLANATION
D	DOD INTEGRATED MATERIAL—MANAGED, STOCKED, AND ISSUED. Requisition to Defense Personnel Support Center, Philadelphia, Pennsylvania 19101 (Under certain circumstances, requirements for items coded "D" are purchased against requisitions for direct delivery to the customer For special instructions, see DPSC Overseas Subsistence Requisitioner's Handbook DPSCH 4235 1 or DPSC CONUS Nonperishable Subsistence Requisitioner's Handbook DPSCH 4235.2.)
H	DIRECT DELIVERY UNDER A CENTRAL CONTRACT. Special procurement requisition to DPSC for direct vendor delivery.
L	LOCAL PURCHASE. Purchase by retail supply activity CONUS Installations having difficulty in purchasing certain L coded items may request assistance from HQs DPSC (S9P for Perishable items and S9S for Nonperishable items). (See DPSC CONUS Nonperishable Subsistence Requisitioner's Handbook DPSCH 4235.2.) OVERSEAS Nonperishable Items: Forward requisitions to HQs DPSC (S9S) as directed in DPSC Overseas Subsistence Requisitioner's Handbook DPSCH 4235 1. Perishable Items: Pacific area refer to DSR-PAC; all other overseas activities refer to HQs DPSC (S9P).
R	RESTRICTED REQUISITION—GOVERNMENT FURNISHED MATERIAL (GFM). Ration components procured solely by DPSC for assembly into composite food packages.
V	TERMINAL ITEM. In stock and being issued until exhausted at all levels. Not authorized for future procurement
W	RESTRICTED REQUISITONING—SPECIAL INSTRUCTIONS APPLY. Test item Special requisitioning instructions will be furnished to selected installations

NOTE: This code is temporarily assigned to Perishable Items (except for those assigned "D," "L," or "W") until such time as a more suitable code is determined.

The source of supply for perishable items is the servicing Defense Subsistence Regions, DPSC, to which the requisition is assigned. Fresh dairy products and fresh bakery items, which are authorized to be procured by retail supply activities, may be supplied by DPSC upon mutual agreement between the Defense Subsistence Regions and the retail supply activity concerned.

, 10. Special requisition items. The items (listed under paragraph 62[10]) in FSC Group 89 catalog are subject to special requisitioning and direct vendor delivery to the requisitioning activity as indicated by Requisition Code "D."

Part II, Ration Components, contains those ration components which are authorized for requisitioning by the military services.

Part III, Case Lot Data, is arranged in numerical sequence by national stock number. It provides weight and dimensional data applicable to unit package for items in part I for which these data are available. (See fig. 5-6.)

REQUISITIONING FROM OTHER NAVY ACTIVITIES

The bulk of your food items will be procured by submitting requisitions, DOD Single Line Item Requisition System Document (DD Form 1348 or 1348m) or applicable requisition documents as required by the supply support activity.

ACTION CODE	NSN	INDEX NUMBER	PACKAGE UNIT	PACKING DATA							
				NO OF UNITS PER CASE	NO OF CASES PER PALLET	CASE GROSS WEIGHT (LBS)	CASE NET WEIGHT (LBS)	CASE CUBIC FEET	CASE DIMENSIONS (INCHES)		
									LENGTH	WIDTH OR DIAMETER	HEIGHT
	8905-00-138-7161	2490	LB	54		60	54	1 86	23 0	17 0	8 2
	8905-00-138-7167	2560	CN	24	40	38	29	1 16	16 6	12 6	9 6
U	8905-00-138-7180										
	8905-00-139-8481	3020	LB	45		47	45	1 20	20 0	16 0	6 5
	8905-00-143-0969	770	CN	24	72	21	18	65	12 5	9 5	9 5
	8905-00-143-3294	2590	BX	4		65	60	1 85	22 0	17 5	8 3
	8905-00-145-4667	1270	BG	10		32	30	1 40	15 5	13 0	12 0
	8905-00-149-0768	20040									
	8905-00-149-1065	20100									
	8905-00-149-1067	20000									
	8905-00-149-1068	20030									
	8905-00-149-1069	20040									
	8905-00-149-1070	20060									
	8905-00-149-1071	20080									
	8905-00-149-1355	2200	LB	30		32	30	66	17 0	11 5	6 0
	8905-00-164-0463	1110	LB	50		54	50	1 22	15 0	10 0	14 0
	8905-00-164-0467	1230	LB	50		55	50	5 06	27 0	18 0	18 0
D	8905-00-164-0469										
	8905-00-164-0485	1000	LB	50		54	50	1 22	15 0	10 0	14 0
	8905-00-164-0488	1220	LB	24		28	24	1 66	21 0	12 0	11 5
	8905-00-164-0490	980	LB	50		54	50	1 22	15 0	10 0	14 0
	8905-00-164-6874	1290	LB	50		60	50	1 44	12 0	13 0	16 0
	8905-00-170-8246	20070	CN	96	36	43	33	1 08	18 2	12 2	8 4
D	8905-00-170-9598										
	8905-00-17[illegible]-5017	600	MG	10		36	30	[illegible]	[illegible]	15 0	5 0
	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	8905-00-543-7333	2700	LB	115		125	115	3 75	32 0	22 5	9 0
	8905-00-543-7941	910	CN	24		29	26	67	18 3	12 1	5 0
	8905-00-551-9908	1910	LB	70		75	70	1 78	25 7	12 0	10 0
	8905-00-551-9910	1920	LB	70		75	70	1 78	25 7	12 0	10 0
	8905-00-577-5993	1560	BX	6		64	60	1 67	10 0	12 0	24 0
	8905-00-582-1323	530	LB	50		54	50	84	20 0	15 0	5 0
	8905-00-582-1330	1970	CN	24	42	41	34	1 05	14 2	10 7	11 9
	8905-00-582-1349	1520	LB	70		75	70	1 78	25 7	12 0	10 0
	8905-00-582-1360	2480	BX	4		65	60	1 85	22 0	17 5	8 3
	8905-00-582-1361	2750	LB	115		125	115	3 75	32 0	22 5	9 0
	8905-00-582-1363	920	CN	48	48	42	36	83	17 0	13 7	6 2
	8905-00-582-1365	2170	LB	50		54	50	1 91	30 0	11 0	10 0
	8905-00-582-1366	1530	LB	60		65	60	1 25	20 0	12 0	9 0
	8905-00-582-1393	2570	BX	4		65	60	1 85	22 0	17 5	8 3
	8905-00-582-1394	2620	BX	4		65	60	1 85	22 0	17 5	8 3
	8905-00-582-1398	1650	LB	60		65	60	1 67	10 0	12 0	24 0
	8905-00-582-1399	1640	LB	70		75	70	1 78	25 7	12 0	10 0
	8905-00-582-4035	2640	LB	25		27	25	82	21 5	15 3	4 3
	8905-00-582-4038	1310	CN	24	36	31	29	1 23	16 0	10 8	12 3
	8905-00-582-4039	1340	LB	50		58	50	2 43	13 0	17 0	19 0
	8905-00-582-4042	2760	LB	60		68	60	1 58	31 0	16 0	5 5
	8905-00-582-4049	430	LB	65		69	65	2 25	22 8	18 0	9 5
	8905-00-582-4051	2480	LB	54		60	54	1 86	23 0	17 0	8 2
	8905-00-584-3212	1260	BG	6		52	51	86	13 2	11 1	10 2
D	8905-00-616-0048										
	8905-00-616-0050	1590	LB	60		65	60	1 67	10 0	12 0	24 0
	8905-00-641-8941	950	CN	24		24	19	60	16 3	12 2	5 2

90.41.2

Figure 5-6.—Federal Supply Catalog Part III Case Lot Data.

MECHANIZED REQUISITIONING

Nonautomated activities receiving semiperishable food items from a mechanized supply activity within the United States are provided prepunched and interpreted decks of the DOD Single Line Item Requisition System Document (Mechanical) (DD Form 1348m) for all semiperishable food items authorized for use in Navy general messes. The following data are prepunched on the DD Form 1348m:

CARD COLUMN	FIELD LEGEND	ENTRY
1-3	DOC IDENT	AOA for standard items AOD for nonstandard items
4-6	ROUTING IDENTIFIER	Blank
7	M & S	3
8-20	STOCK NUMBER	Each authorized item
21	Blank	Blank
22	Type pack	2 (by each requiring ship)
23-24	UNIT OF ISSUE	As applicable
25-29	QUANTITY	Blank
30	SERV	N, R, or V
31-35	REQUISITIONER	Unit identification
36-39	DATE	Blank
40	SERIAL	9

Letter and message request may also be used when appropriate.

When your ship is deployed, most of its support comes during UNDERWAY REPLENISHMENT. The area service force commander prescribes the requisitioning formats and requisitioning channels for these replenishments.

Use the underway replenishment system that is used in your area. Refer to CARGO (NAVSUP P-4998). The Underway Replenishment Bill should be part of your ship's *Standard Organization and Regulations Manual.*

CARD COLUMN	FIELD LEGEND	ENTRY
41-43	Item Code	From Food-Item Report/Master Food Code List of Subsistence Items
44	DEMAND	R
45-50	SUPPLEMENTARY ADDRESS	Blank
51	SIG HOLD	A
52-53	FUND	As applicable
54	DISTRIBUTION	Blank
55-56	DISTRIBUTION	9M
57-59	PROJECT	Blank
60-61	PRIORITY	As applicable for routine replenishment of consumable stock by the requisitioner
62-64	REQ DEL DATE	Blank
65-66	(ADVICE) STATUS	Blank

Automated customer activities do not receive prepunched decks of DD Form 1348m from the supply point. Such activities prepare their own requisitions. Any requisitioner may elect to submit manually prepared requisitions on DOD Single Line Item Requisition System Document (Manual)(DD Form 1348).

Supply activities with mark-sensing equipment may vary local procedures as necessary for maximum usage of mark-sensing capability. However, the requisition cards must be of a type and format universally acceptable to all mechanized activities.

Deck Maintenance

The cards in the requisition decks are arranged in the order in which the items appear on the Food-Item Report/Master Food Code List (NAVSUP Form 1059). The three-digit code number in the last three columns of the serial number field (card columns 41-43) provides a simple alphanumerical order of arrangement.

Physical Condition and Updating

The requisition cards must be maintained in perfect physical condition. Frayed, torn, or bent cards will cause delay in processing and may delay delivery of material. A replacement is requested for any card that becomes distorted. New cards received from a supply activity are filed promptly in the requisition decks, and cards are removed immediately upon request of the supply activity.

Rough Requisitions

A rough requisition is prepared on Food-Item Report/Master Food Code List (NAVSUP Form 1059) by inserting

1. the Julian date in the upper right corner and
2. the quantity desired under "Quantity" (even case quantities are requisitioned except for items such as condiments, which the support activity authorizes for issue in broken case lots).

This rough requisition is used to prepare smooth requisitions on the prepunched DD Form 1348m and serves as a retained record of requisitions submitted. The rough requisition NAVSUP Form 1059 is filed in the outstanding requisition file. It may be used when material is received to identify and check receipts.

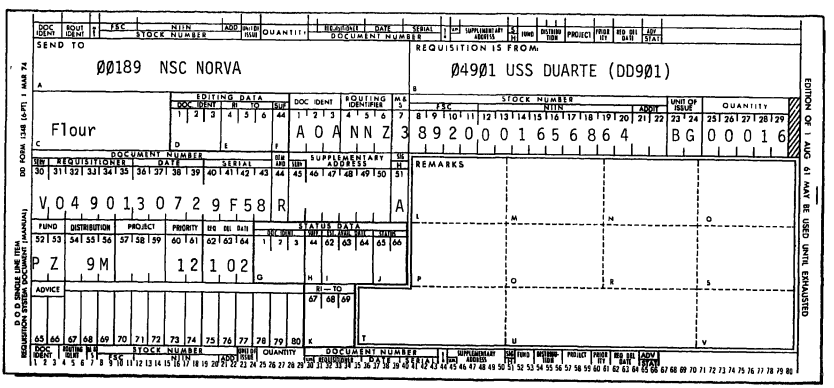
Smooth Requisitions

To prepare smooth requisitions, the requisitioner pulls one prepunched DD Form 1348m from the requisition deck for each item required and inks in (do not punch) the following data on each card. The first item is transcribed from the rough requisition.

1. Block 8—Quantity desired (in even case lots).
2. Block 11—Julian data (four-digit calendar year and date).
3. Block 15—Use of this block is optional. It may be used to provide delivery information to the supply activity or to provide storage location information to receiving and storage personnel.
4. Block 21—RDD (required delivery date).

Special Requisitions

Requisitions that require data in the REMARKS blocks are manually prepared on DD Form 1348. These may include requisitions for nonstandard items, special project material, composite food packages (combat meals), material for which special accounting data must be provided, and emergency requisitions that require special handling.


SEND TO
ØØ189 NSC NORVA
REQUISITION IS FROM
Ø49Ø1 USS DUARTE (DD9Ø1)
Flour
A 0 A NN Z 3 8 9 2 0 0 0 1 6 5 6 8 6 4
B G 0 0 0 1 6
REMARKS
V 0 4 9 0 1 3 0 7 2 9 F 5 8 R
A
P Z 9M 12102

43.24

Figure 5-7.—DD Form 1348.

Requisition Control Record

Prepare the requisition control record on a machine card size and submit it as a cover letter with each lot of prepunched requisitions. The requisition control record contains the following information:

- To:—The supply activity.
- From:—The requisitioning activity.
- Semiperishable food items—(as a title).
- Number of requisitions—The total number of requisitions forwarded by cover letter.
- Date of requisitions (Julian)—The date that the requisitions are delivered or forwarded to the supply activity
- Required delivery date (Julian)—The required delivery date must be realistic and provide adequate time for routine processing and delivery. Ships may enter an earlier than normal required delivery date when necessary and annotate beneath the date either "Based on scheduled deployment" or "Based on availability of pier space "
- Signature—The requisition control record is signed by the supply officer of the requisitioning activity or by his designated representative

MANUAL REQUISITIONING

All of the entries prepunched on the DD Form 1348m must be made by typewriter when preparing a manual requisition of DD Form 1348 (see fig. 5-7). In addition the following data blocks are completed as indicated

Block	Entry
A	Name and unit identification code (UIC) of the supplying activity
B	Name and unit identification code of the requisitioner.
C	Noun name of the item being ordered.
4-6	The routing identifier of the supply activity.
7	Media and status code to indicate the type of status desired.
8-22	National stock number for the item.
23-24	Appropriate unit of issue abbreviation.
25-29	Quantity desired, always use five digits; 0's will be entered before quantity if required (as in 00028).
30-43	Document number consisting of a service designator, UIC, the Julian date of the requisition, and a serial number comprised of a four-digit number beginning with a nine followed by the three-digit food item code.
44	Demand code.
45-50	Supplementary address. May be used for local information such as a storage location.
51	Signal code entered to identify the activity to which material is to be shipped and/or billed.
52-53	Fund code entered as follows: PZ for general mess, QZ for combat meals, ZT for Operation Deep Freeze, VW for overseas, Alaska and Hawaii, and VX for ashore in the United States.
54-56	Distribution code Enter cognizant symbol 9M
57-59	Leave blank
60-61	Priority designator
62-64	Required delivery date.
65-66	Advice code Used to provide supply source with special instructions (e.g., "Do not substitute; only requested item will suffice.").
L-V	Remarks. May be used for special shipping instructions which may be necessitated by unique operational requirements. Specific justification should accompany such instructions.

PURCHASE

When it is not possible to procure food items from the normal sources of supply, they may be purchased under existing shore contracts or in the open market. In general, contract bulletins and local regulations should furnish you with the necessary information concerning commercial sources of supply.

Contract bulletins issued by Navy purchasing activities are the official source to determine that the contract under which an order is to be placed (1) is in existence and covers the specific product required and (2) provides for delivery at the particular port or area when delivery is requested.

Do not rely upon pamphlets or lists furnished by suppliers since they may contain errors. If you place orders based upon information contained in these pamphlets without verification against contract bulletins, t ' may result in the unauthorized placemer. f orders or disallowance of payment by the Navy Regional Finance Center (NRFC) or Fleet Accounting and Disbursing Center (FAADC).

The following paragraphs discuss general purchase regulations, purchase under existing shore contracts, open market purchase, and the actual preparation of an Order for Supplies or Services/Request for Quotations (DD Form 1155).

GENERAL PURCHASE REGULATIONS

The following rules apply to all purchases of food items

1. Food items authorized for use by your ship or station may be purchased under monthly, quarterly, or annual contracts if the items cannot be furnished from a normal source of supply.

2. The Department of Agriculture controls the entry into the United States of certain foreign grown fruits, vegetables, and meats by absolute quarantine. Therefore, in the procurement of meats, frui . , and vegetables in foreign waters, only such quantities should be taken on board as will be consumed completely before arrival in home waters. Inform the senior medical department representative when any purchase is contemplated.

3. Do not order for use in the general mess any brand name article, food substitute, or other item on which competition is restricted.

4. Order perishable food items well in advance of the time set for sailing. You may need the additional time to replace items which are not according to specifications

5. Use to capacity the bakery facilities and equipment of your ship or station. Keep purchases of commercial bakery products to a minimum.

6. Do not purchase butter substitutes or adulterants for use in the general mess.

PURCHASE UNDER EXISTING SHORE CONTRACTS

When you are purchasing food items which ordinarily are not in stock at the normal sources of supply ashore, such items should be procured by the supply officer of the shore supply activity with whom the requisition was placed.

The Order for Supplies or Services/Request for Quotations (DD Form 1155) should be used when you are purchasing under an existing indefinite delivery contract. (See fig. 5-8.) When you are preparing the DD Form 1155, make sure that the contract number is clearly indicated in the proper place on the order form. The supply officer should sign the form.

The food service officer should keep two completed receipt copies, with inspector's signature, of all orders for deliveries of food items under lock and key until the bills to which they pertain have been received

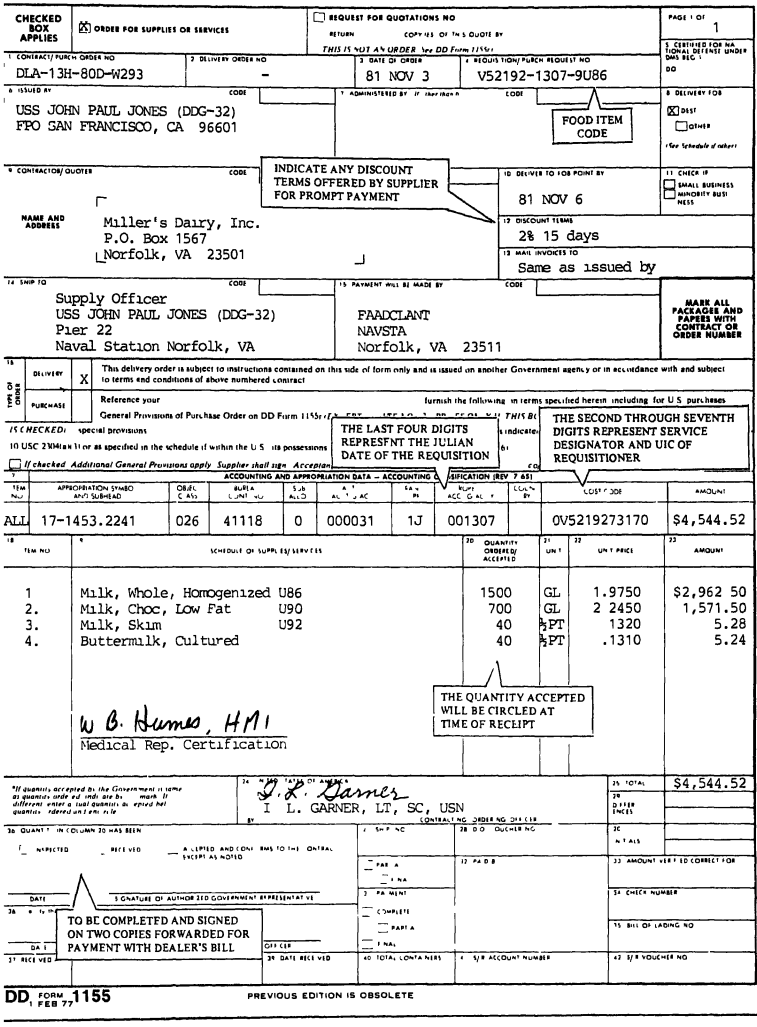
LOCAL PURCHASE

Local purchases for ashore general messes use are authorized only through local supply support activities Activities afloat normally may not purchase food items from commercial sources for general mess use. If food requirements cannot be obtained from regular supply sources (such as a local supply activity, an indefinite delivery contract, and transfers from another military service or from ship's stores), local purchases may be made by the supply officer, subject to limitations imposed by the senior officer present, of approved items providing

- there is an immediate need and urgent requirement for authorized supplies or services,

- the supplies or services are not available at the local supply support activity, and

- time is of the essence and scheduled operations may not permit procurement through Navy shore-based purchasing activities.


CHECKED BOX APPLIES
ORDER FOR SUPPLIES OR SERVICES
REQUEST FOR QUOTATIONS NO
THIS IS NOT AN ORDER (see DD Form 1155)
PAGE 1 OF 1
1 CONTRACT/PURCH ORDER NO
DLA-13H-80D-W293
2 DELIVERY ORDER NO
-
3 DATE OF ORDER
81 NOV 3
4 REQUISITION/PURCH REQUEST NO
V52192-1307-9U86
6 ISSUED BY
USS JOHN PAUL JONES (DDG-32)
FPO SAN FRANCISCO, CA 96601
7 ADMINISTERED BY (If other than 6)
FOOD ITEM CODE
8 DELIVERY FOR
DEST
OTHER
9 CONTRACTOR/QUOTER
INDICATE ANY DISCOUNT TERMS OFFERED BY SUPPLIER FOR PROMPT PAYMENT
10 DELIVER TO FOB POINT BY
81 NOV 6
11 CHECK IF
SMALL BUSINESS
MINORITY BUSINESS
NAME AND ADDRESS
Miller's Dairy, Inc.
P.O. Box 1567
Norfolk, VA 23501
12 DISCOUNT TERMS
2% 15 days
13 MAIL INVOICES TO
Same as issued by
14 SHIP TO
Supply Officer
USS JOHN PAUL JONES (DDG-32)
Pier 22
Naval Station Norfolk, VA
15 PAYMENT WILL BE MADE BY
FAADCLANT
NAVSTA
Norfolk, VA 23511
MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER
TYPE OF ORDER
DELIVERY
X
PURCHASE
This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract
Reference your
Furnish the following on terms specified herein including for U.S. purchases
General Provisions of Purchase Order on DD Form 1155
IF CHECKED special provisions
10 USC 2304(a)(1) or as specified in the schedule if within the U.S. its possessions
If checked Additional General Provisions apply Supplier shall sign Acceptance
THE LAST FOUR DIGITS REPRESENT THE JULIAN DATE OF THE REQUISITION
THE SECOND THROUGH SEVENTH DIGITS REPRESENT SERVICE DESIGNATOR AND UIC OF REQUISITIONER
ACCOUNTING AND APPROPRIATION DATA – ACCOUNTING CLASSIFICATION (REV 7-85)
ITEM NO
APPROPRIATION SYMBOL AND SUBHEAD
OBJECT CLASS
BUREAU CONTROL NO
SUB ALLO
A T AL AC
WORK ACC O AL
COUNTRY
COST CODE
AMOUNT
ALL
17-1453.2241
026
41118
0
000031
1J
001307
0V5219273170
$4,544.52
18 ITEM NO
19 SCHEDULE OF SUPPLIES/SERVICES
20 QUANTITY ORDERED/ ACCEPTED
21 UNIT
22 UNIT PRICE
23 AMOUNT
1 Milk, Whole, Homogenized U86 1500 GL 1.9750 $2,962.50
2. Milk, Choc, Low Fat U90 700 GL 2 2450 1,571.50
3. Milk, Skim U92 40 ½PT 1320 5.28
4. Buttermilk, Cultured 40 ½PT .1310 5.24
THE QUANTITY ACCEPTED WILL BE CIRCLED AT TIME OF RECEIPT
W B. Humes, HM1
Medical Rep. Certification
*If quantity accepted by the Government is same as quantity ordered, indicate by mark. If different, enter actual quantity accepted below quantity ordered which is circled.
24 NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
D. L. Garner
I L. GARNER, LT, SC, USN
25 TOTAL
$4,544.52
26 DIFFERENCES
CONTRACTING OFFICER
26a QUANTITY IN COLUMN 20 HAS BEEN
INSPECTED
RECEIVED
ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED
27 a SHIP NO
28 DOCUMENT NO
28c INITIALS
PARTIAL
FINAL
32 PAID BY
33 AMOUNT VERIFIED CORRECT FOR
34 CHECK NUMBER
35 BILL OF LADING NO
DATE
SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
TO BE COMPLETED AND SIGNED ON TWO COPIES FORWARDED FOR PAYMENT WITH DEALER'S BILL
26b DATE
26c TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
27 DATE RECEIVED
28 TOTAL CONTAINERS
29 S/R ACCOUNT NUMBER
30 S/R VOUCHER NO
DD FORM 1155 FEB 77
PREVIOUS EDITION IS OBSOLETE

90.95

Figure 5-8.—Preparation of an Order for Supplies or Services/Request for Quotations (DD Form 1155).

PREPARATION OF DD FORM 1155

When preparing a DD Form 1155, make sure that all the captions are filled in correctly and verify against contract bulletins before placing orders.

Instructions for preparing DD Form 1155 are outlined in table 5-1.

DEALERS' INVOICES

When the dealer's invoices have not been received by your ship or station, your food service officer should originate an inquiry 10 days (ship) or 30 days (shore) after receipt of the material, if the purchase authority indicates that the dealer's invoices are to be submitted to your ship or station. A dealer's invoice should not be received when fast pay procedures are used or when receipt and inspection are accomplished by another activity.

Before your ship leaves a foreign port, your food service officer should prepare and submit for payment all public vouchers covering the dealers' invoices for food items from foreign vendors. If payment of dealers' invoices cannot be made before the ship leaves port, all such invoices, properly certified, are forwarded to the nearest disbursing officer for payment. However, if there is no supply officer with the disbursing facilities in the immediate vicinity, arrangements should be made with the local naval attaché, naval observer, or consular officer to whom the supply officer forwards the public vouchers, along with certified invoices and three copies of the purchase order so that payment can be accomplished.

Dealer's invoices offering discounts upon payment within the discount period are processed immediately after material is received and forwarded to the Navy Regional Finance Center (NRFC) or Fleet Accounting and Disbursing Center (FAADC) designated in the purchase document for preparation and payment of public vouchers. When the dealer's invoice is not forwarded within the discount period because of a fault of the dealer, an explanation may be made on a copy of the dealer's invoice or the inspection report, whichever is used for certification of receipt of the material.

Dealer's invoices not subject to discount are forwarded to the appropriate NRFC or FAADC within 10 days from the date of receipt of material or the dealer's invoice, whichever is later.

Payment of invoices received from a dealer not located in an area served by NRFC is made by the disbursing officer of the receiving ship or activity. If a disbursing officer is not available, payment can be made by one of the following, whichever/whoever is the nearest.

- Military disbursing officer
- United States disbursing officer (usually assigned to a United States Embassy)
- Nearest Navy Regional Finance Center or Fleet Accounting and Disbursing Center

Canadian dealers' invoices are forwarded to the Navy Regional Finance Center, Washington, D.C. for payment when a disbursing officer is not available or when no other provisions have been made. Payment is made in Canadian dollars.

In summary, dealers' invoices INCONUS for both afloat and ashore activities are submitted to the nearest NRFC or FAADC. OUTCONUS afloat activities dealers' invoices are paid by the ship's disbursing officer. On ships without a disbursing officer, the dealers' invoices are forwarded to the nearest disbursing officer or designated disbursing office.

TRANSFERS FROM SHIP'S STORES

Only individual size serving items (i.e., food items packaged in small containers providing one individual serving and authorized for special meals) may be transferred from ship's stores to the general mess for use in preparing special meals.

PROCUREMENT FOR PRIVATE MESSES

Any of the food items listed in the Federal Supply Catalog, Federal Supply Classification (FSC) Group 89, Subsistence, as authorized for general messes use, may be requisitioned and held for ultimate sale to private messes. Items listed with restricted usage in the Federal Supply Catalog, Federal Supply Classification Group 89, Subsistence, but not authorized for general mess use, is procured only for immediate sale to a private mess. Food items not listed in the Federal Supply Catalog, FSC Group 89, Subsistence, may be procured for immediate sale by the supply officer, through normal supply channels, to flag and cabin messes only upon receipt of a written request. Such items may be held in stock and issued to flag and cabin messes as required during extended deployments. Food items not authorized

Table 5-1.—Preparation of DD Form 1155

Block/Caption	Explanatory/Entry
1. CONTRACT/PURCH ORDER NO.	Enter the appropriate contract number (from the contract bulletin). This number is assigned by field purchasing/contracting activities. Paragraphs 3002 and 5063 of NAVSUP P-467 apply.
2. DELIVERY ORDER NO.	Leave blank except when the delivery order number is provided on the contract bulletin.
3. DATE OF ORDER	Enter the calendar date of DD Form 1155 preparation.
4. REQUISITION/PURCHASE REQUEST NO.	Enter the standard document number; e.g., UIC + Julian DATE + "9" + food item code.
5. NA	
6. ISSUED BY	Enter the ship's name/hull number and address or activity name and address.
7. ADMINISTERED BY	Leave blank.
8. DELIVERY FOB	FREE ON BOARD (FOB) Destination will be specified for all subsistence items. Place an "X" in DEST block. Transportation costs cannot be charged to the MPN appropriation. If valid transportation costs are incurred, the total cost must be charged to the activity's OM&N appropriation.
9. CONTRACTOR/QUOTES	Enter the full business name and address of the contractor furnishing the supplies
10 DELIVERY TO FOB POINT BY	Enter the required delivery date (RDD) which will be a definite calendar date (not ASAP) by which delivery is requested
11. CHECK IF SMALL/ MINORITY BUSINESS	Leave blank
12 DISCOUNT TERMS	Purchase orders will include all trade discounts All offered prompt payment discounts will be included on the purchase order whether or not they were considered in the evaluation of the quotation.
13. MAIL INVOICES TO	Enter the name and mailing address of ship/station.
14. SHIP TO	Enter the name and hull number of the ship/station and the shipping or delivery address.
15. PAYMENT WILL BE MADE BY	Enter the unit identification code (UIC), name and address of the activity designated to make payment.

Table 5-1.—Preparation of DD Form 1155—Continued

16. TYPE OF ORDER	Enter "X" in the PURCHASE square for open market procurements. In the space following, "Reference your", enter "X" in the DELIVERY square for orders under contract.
17. ACCOUNTING AND APPROPRIATION DATA	In the ITEM NO. column, enter "All"; in the AMOUNT column, enter the total purchase cost of the order; and in the remaining columns, enter complete accounting data according to NAVFSSONOTE 7330. This information is necessary to inform the paying activity of the account to be charged for the purchase.
18. ITEM NO.	Consecutively number each item to be procured commencing with the number "1."
19. SCHEDULE OF SUPPLIES/SERVICES	a. Enter nomenclature and food item code. Supplies and services to be purchased will be fully identified and referenced to the applicable federal or military specifications, as appropriate. The specifications cited in the item description of the FSC Group 89 catalog must be used in procurement except where not feasible for use in local purchase. Do not use brand names. b. Will be inspected (for fitness/for human consumption) and initialed by a medical department representative upon receipt of food items. Use Block 19 for this certification. When a receipt inspection is performed at a central inspection point by military veterinary service or preventive medicine unit personnel and proof of inspection is on the vendor's invoice, the name of the inspection unit will be entered instead of initials.
20. QUANTITY ORDERED/ ACCEPTED	Purchase orders will indicate a definite quantity of the supplies or services requested.
21. UNIT	Enter unit of issue
22. UNIT PRICE	Purchase orders will be issued on a fixed price basis Unpriced purchase orders are not authorized
23. AMOUNT	Multiply QUANTITY times UNIT PRICE for each item
24. UNITED STATES OF AMERICA	The order will be signed by the supply officer or designated representative over the typewritten name and rank.
25. TOTAL	Total cost of the order.
26. QUANTITY IN COLUMN 20 HAS BEEN	A receipt inspection will be conducted by authorized food-service personnel who will check the three boxes, then sign and date.

for general mess use and specifically requisitioned for sale only to private messes may not be returned by the private mess for credit. Requisitions for food items not authorized for general mess use are annotated "For sale to private mess."

PROCUREMENT OF FOOD ITEMS BY PRIVATE MESSES

Purchase Order (NAVCOMPT Form 739) is used by private messes to purchase food items from commercial suppliers. A general discussion of NAVCOMPT Form 739 may be found in *MS 3 & 2*, NAVEDTRA 10267-A1.

When you are requesting food items from a supply department ashore, the supply officer designates the forms that are to be used and the times that food items may be issued.

RECEIPT AND INSPECTION

Upon receipt of food items and before signing receipt documents, the food items should be inspected for quantity to determine if the prescribed quantities are on board and whether all contract specifications have been met.

PLANNING FOR RECEIPTS

First, estimate how many personnel you will need and arrange for a working party. Put this information on a memorandum to cover the entire period the working party will be needed. The next thing to do is have it approved by the food service officer who will ask the executive officer to designate the divisions that will furnish the personnel for your working party. (This listing of divisions, with the number of personnel required from each, may be included in the plan of the day.) Obviously, the information should be in the executive officer's office as far in advance as possible so that the work load of other divisions may be planned accordingly.

After you have arranged for a working party and before the food items are scheduled to arrive, inspect the refrigerated spaces and dry storerooms for cleanliness and space available. Draw up a rough loading plan for each space. The rough plan should be based on the general mess menu. Those food items which will be needed for the first 4 or 5 days should be stored last. Copies of the rough plan should be given to the Mess Management Specialists in charge of loading because they will need to know where you want the items stored.

Each place of storage must be cleaned and ready to receive stores before the day food items are to be loaded. Old stocks must be moved or arranged so that new stock will not be stacked in front and issued first. Check all equipment, such as rollers, pallet boards, slings, and dunnage. Notify the first lieutenant or senior deck division petty officer that certain hatches must be opened, and winch operators will be required for the periods of loading food items. Do not wait until the stores are alongside before notifying the command.

Delays are costly and may result in spoilage of perishable food items.

RECEIVING PROCEDURES

Almost all your receipts (for afloat activities) will be by transfer from other supply activities. General messes ashore normally receive all food items from the supply officer except at those activities when fresh bakery and fresh dairy products are delivered direct to the general mess.

Afloat

Although the supply officer or the food service officer is responsible for the receipt of food items, you, as the leading Mess Management Specialist, may be assigned this responsibility.

When you have been assigned this job, make sure that you do the following:

1. Food items delivered are properly inspected, brought on board, and then distributed to the proper spaces.
2. Signature receipts are given for only that quantity of food items actually received.
3. Receipt documents are properly processed and turned in to the food service officer.
4. Dummy invoices are prepared when invoices do not accompany the items delivered.

Ashore

Ashore, the quantity of food delivered is checked and the delivery document is signed for the quantity accepted. The signed original document should be returned to the person making the delivery, and a copy is retained for submission to the supply office. Submissions of delivery documents to the supply officer may be made daily or at the end of each month. In either instance, the documents are covered by a Food-Item Request/Issue Document (NAVSUP Form

1282), certifying that the quantities of items indicated were accepted.

INSPECTION PROCEDURES

Regardless of the source from which food items are obtained and regardless of any prior inspection, it may be your responsibility to inspect them as they arrive to determine that the specified quantities have been received.

A designated representative of the medical department should perform a fitness-for-human-consumption inspection upon receipt of food items that have been purchased on the local market or under contracts which require inspection at destination. The receipt document showing that this inspection has been done must be signed by the medical representative. Items about which there is any doubt as to fitness must not be accepted. Receipts from Navy sources and other government departments have been inspected, and additional inspection by the medical department is not required. Inspections required on receipts from these sources should be performed by you, as the food service officer's representative.

Inspection for Quantity

When food items are delivered, you must check them for quantity. If the shipment is from a naval activity, it is safe to accept the standard weights stamped on the boxes. All items from private vendors, however, should be weighed or counted and actual amounts received entered on the delivery tickets. Check scales for accuracy before use. Boneless meats and cheese generally are received on an average case weight basis Actual quantities indicated on the case should be checked to ensure that the actual case weights do not vary more than 3 pounds from the average case weights indicated on the invoice. Report any major differences to the food service officer immediately

Substitutions

Occasionally, the Defense Personnel Support Center (DPSC) will issue substitutes for items that have been requisitioned. This is done for semiperishable items that have alternate varieties or types of pack. The original item may no longer be available, or the substitute item may be overstocked, resulting in a decision to suspend procurement of the original item until the excess alternate stock is depleted.

These items are identified by DPSC as "mandatory" and "possible" substitution items. "Mandatory" and "possible" substitution items are listed in the Subsistence Requisitioners' Handbook.

The Fleet Material Support Office (FMSO) obtains from DPSC semiannually, or as otherwise updated by DPSC, a list of current "mandatory" and "possible" substitution items. The Navy Food Service Systems Office publishes via Food Flash supply information data on food item substitutions, excesses, and reduced prices.

Inspection for Quality

Food items may be fit for human consumption but still vary considerably in other aspects of quality. The food service officer aboard your ship is one of the people responsible to see that the Navy receives the quality it contracted for. It is true that most items are inspected at the issuing activity, but this does not relieve you of the responsibility for checking the items your ship receives. Do not open every case or box; this only delays loading operations.

Pick out random cases and inspect them in a separate area. When necessary, notify the medical department if there is doubt as to the condition of an item.

If you feel that some food items are unsatisfactory (poor quality, poor condition, not up to procurement specifications), report this information on a DD Form 1608 (Unsatisfactory Material Report Subsistence). Here is an example You suspect excess fat in ground beef. Contact the nearest Preventive Medicine Unit or Army/Air Force Veterinarian and request that samples be taken for a laboratory analysis. Fill out the DD Form 1608 and forward it to the Navy Food Service Systems Office Attach a copy of the laboratory report if it is available Your report will be forwarded by NAVFSSO to the responsible procuring agency

UNSATISFACTORY FOOD ITEMS

The supply system has quality assurance provisions designed to guarantee the receipt of wholesome, satisfactory food items at military messes However, the procurement system does experience breakdowns in specification standards, allowing some unsatisfactory products to filter into the military pipeline. As an aid to eliminating or controlling this situation, unsatisfactory food items should be reported promptly upon receipt.

Nonhazardous Items

Nonhazardous items are products which do not meet expected or desired standards but do not constitute a health hazard to personnel if consumed. Examples of nonhazardous unsatisfactory food items are as follows:

1. Chicken wings in a box labeled breasts
2. Grill steaks containing such a large amount of fat and gristle as to be tough and unappetizing
3. Packaging which does not adequately contain the product
4. Deviations in case weights

Use of items in the nonhazardous unsatisfactory food category will be determined by the food service officer.

Hazardous Items

Hazardous food items are products that would certainly cause harm, could possibly cause harm, or are suspected to have already caused harm when consumed. Such items may be unquestionably unfit for human consumption, suspected of being unfit for human consumption, or suspected to be the source of an outbreak of a food-borne illness. Determination of "fitness for human consumption" is the responsibility of the medical officer or an appointed representative. Likewise, the medical officer will determine the suspected causes of a food-borne illness Examples of hazardous food items are as follows

- Widespread presence of swollen or leaking cans (The contents of bulged or swollen cans should never be consumed However, before reporting a bulged can as a hazardous item, make sure that it is not excessively overage Also try to determine that the bulged condition is not due to prolonged storage under excessively high temperatures.)

- Products with offensive or unusual odors and colors and/or any other evidence of deterioration, spoilage, or contamination (Again, try to determine whether or not the hazardous condition is due to an isolated instance of excessive storage or mishandling before reporting the item as hazardous.)

- Food items containing foreign objects, such as insects, glass, dirt, and pieces of metal.

- Any apparently wholesome food item which, based on the best medical knowledge available, is suspected or known to harbor disease-causing agents. (Food items which have become hazardous due to overage, mishandling while in the custody of the user, or other isolated instances of abuse will not be reported under these procedures.)

DISPOSITION.—Hazardous food items will be segregated and suspended from issue, and, subject to determination by the medical representative that they are unfit for human consumption, will be surveyed or otherwise disposed of under the supervision of responsible supply and/or medical personnel by burning, burial, or dumping at sea. Hazardous products will be completely disposed of to preclude any possibility of consumption. Before destruction, all available identifying information, including contract numbers, will be obtained. If possible, photographs of the defects should be taken. When the medical authority cannot make a positive determination that an item is unfit for human consumption, destruction will be delayed pending the results of laboratory tests.

REPORTS.—The discovery of a valid hazardous food item will be immediately reported by priority message to the Defense Personnel Support Center, Philadelphia, Pennsylvania (Code DPSC-STQ). This message report is in addition to the information provided in the laboratory analysis request Every effort should be made to include an identifying contract number so that the item can be traced through the supply system. The following will be included as information addressees on the message

- Navy Food Service Systems Office,
- Naval Medical Command (Preventive Medicine Division and Health Care Administration Division),
- Activity that supplied material, and
- Service Force Commander (if material was received from a supply ship)

SAMPLES AND TESTS.—At ashore activities, samples of the product (both normal and abnormal) will be supplied when considered necessary by the medical or veterinary representative. Samples will be forwarded with an original

and four copies of the Request for and Results of Tests (DD Form 1222) to the nearest Army Medical Laboratory; U.S. Army Medical Laboratory, Fort Sam Houston, Texas 78234; the nearest Navy Environmental and Preventive Medicine Unit; or to one of the laboratories listed in NAVSUPINST 10110.8. If DD Form 1222 is not available, a letter request should be submitted containing all the pertinent data contained on the form. When you are preparing the DD Form 1222, "Special testing" is inserted in block 8, and "Test for suitability for human consumption" is inserted in block 16. Also any other special tests, analyses, or examinations for suspected conditions that are required should be indicated. Additionally, a representative number of backup samples should be retained until test results are known, provided that retention will not constitute a health or sanitary hazard. The results of laboratory tests should be provided to the Defense Personnel Support Center (DPSC-STQ) for incorporation as a part of the specific unsatisfactory material report, Navy Food Service Systems Office, and all other interested activities. Test results should be transmitted expeditiously—usually by telephone.

Aboard ships, at the direction of the medical representative samples of the product (both normal and abnormal) are turned in to the nearest Navy shore activity which arranged for veterinary inspection of the product.

LABORATORY SERVICE LOCATIONS.—Navy and Army laboratories normally will be used for tests of Navy-owned food items when they can perform all required tests and are convenient to the requiring activity. The Defense Personnel Support Center may specify the U.S. Army Medical Laboratory, Fort Sam Houston, Texas 78234 for certain acceptance testing of items received on Defense Personnel Support Center contracts or in investigation of suspected hazardous subsistence items unless more convenient laboratories can perform all required tests. Capability to perform all required tests will be determined before submission of samples.

Reporting Procedures of Unsatisfactory Food Items

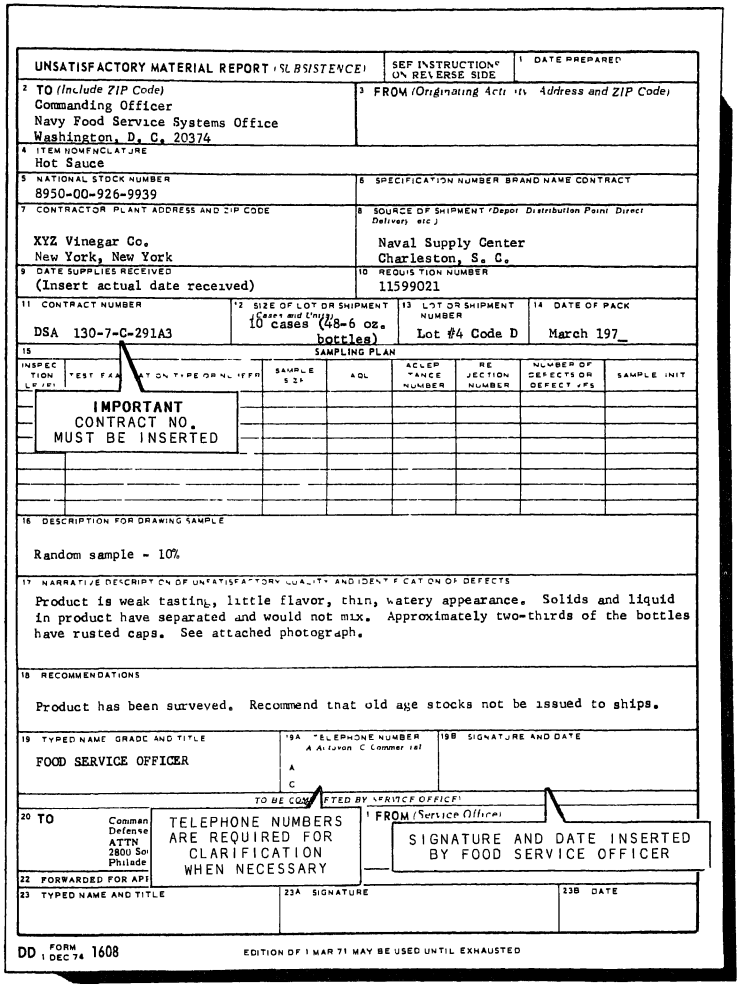
Speed and accuracy in reporting discrepancies are imperative, particularly if the product is hazardous/suspect. In all instances, immediate reporting of defective food items will enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government. Defects discovered subsequent to receipt, e.g., during inspections, breakouts, or preparation, should also be reported provided that the defective condition is not due to mishandling or overaging of the item while in custody of the using activity.

At ashore activities, an Unsatisfactory Material Report (Subsistence) (DD Form 1608) is prepared according to the instructions on the back of the form. (See figs. 5-9 and 5-10.) Every effort must be made to include the applicable contract number(s) in block 11 of the form. The contract number, e.g., DLA 134-73-C-4455 or N00612-74-D-1031, is usually printed on the outside packaging adjacent to the item description or NSN. The completed form is submitted in an original and two copies to the Navy Food Service Systems Office. Photographs are forwarded, when possible, to illustrate discrepancies. Most naval shore stations and supply points have access to the services of the Army and Air Force veterinary personnel who may render assistance in the preparation of DD Form 1608. When such assistance is used, the written report of the inspector should be included as an enclosure with the DD Form 1608.

Aboard ships, receipts of nonhazardous items should be reported to the Staff Veterinarian, Navy Food Service Systems Office by telephone or speedletter, as operating conditions permit. Pertinent information to substantiate unsatisfactory products should be provided.

POSTING RECEIPTS

There are two items of information which must be transcribed to your subsistence records. They are the quantity received and the monetary value of the receipt. Additionally, if the unit price is different from the last unit price at which you received the same item, a notation to this effect must be made on the appropriate Subsistence Ledger. (The last receipt price is always rounded to the nearest cent when it is posted to the Subsistence Ledger.) The records affected are the Record of Receipts and Expenditures (NAVSUP Form 367), Requisition Log (NAVSUP Form 1336), and the Subsistence Ledger (NAVSUP Form 335). The value of receipts is



UNSATISFACTORY MATERIAL REPORT (SUBSISTENCE) | SEE INSTRUCTIONS ON REVERSE SIDE | 1 DATE PREPARED

2 TO (Include ZIP Code)
Commanding Officer
Navy Food Service Systems Office
Washington, D. C. 20374

3 FROM (Originating Activity, Address and ZIP Code)

4 ITEM NOMENCLATURE
Hot Sauce

5 NATIONAL STOCK NUMBER
8950-00-926-9939

6 SPECIFICATION NUMBER BRAND NAME CONTRACT

7 CONTRACTOR PLANT ADDRESS AND ZIP CODE
XYZ Vinegar Co.
New York, New York

8 SOURCE OF SHIPMENT (Depot, Distribution Point, Direct Delivery, etc.)
Naval Supply Center
Charleston, S. C.

9 DATE SUPPLIES RECEIVED
(Insert actual date received)

10 REQUISITION NUMBER
11599021

11 CONTRACT NUMBER
DSA 130-7-C-291A3

12 SIZE OF LOT OR SHIPMENT (Cases and Units)
10 cases (48-6 oz. bottles)

13 LOT OR SHIPMENT NUMBER
Lot #4 Code D

14 DATE OF PACK
March 197_

15 SAMPLING PLAN

INSPECTION LEVEL	TEST EXAMINATION TYPE OR NUMBER	SAMPLE SIZE	AQL	ACCEPTANCE NUMBER	REJECTION NUMBER	NUMBER OF DEFECTS OR DEFECTIVES	SAMPLE INIT

IMPORTANT
CONTRACT NO.
MUST BE INSERTED

16 DESCRIPTION FOR DRAWING SAMPLE
Random sample - 10%

17 NARRATIVE DESCRIPTION OF UNSATISFACTORY QUALITY AND IDENTIFICATION OF DEFECTS
Product is weak tasting, little flavor, thin, watery appearance. Solids and liquid in product have separated and would not mix. Approximately two-thirds of the bottles have rusted caps. See attached photograph.

18 RECOMMENDATIONS
Product has been surveyed. Recommend that old age stocks not be issued to ships.

19 TYPED NAME, GRADE AND TITLE
FOOD SERVICE OFFICER

19A TELEPHONE NUMBER (Area Code, Commercial)
A
C

19B SIGNATURE AND DATE

TO BE COMPLETED BY SERVICE OFFICE

20 TO
Commander
Defense
ATTN
2800 So
Philade

TELEPHONE NUMBERS ARE REQUIRED FOR CLARIFICATION WHEN NECESSARY

21 FROM (Service Office)

SIGNATURE AND DATE INSERTED BY FOOD SERVICE OFFICER

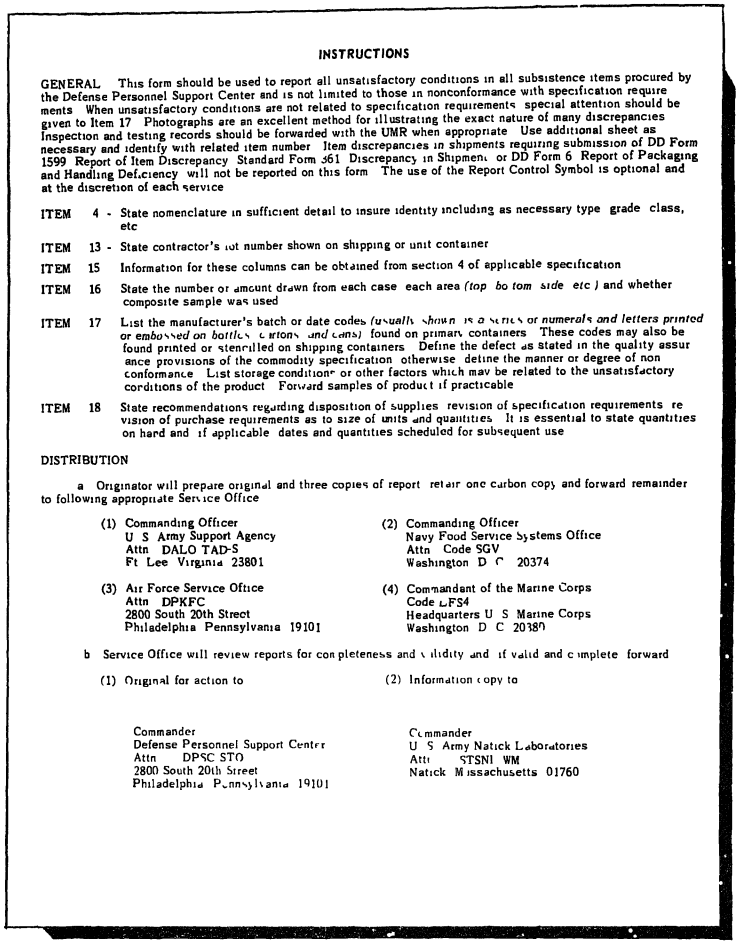
22 FORWARDED FOR API

23 TYPED NAME AND TITLE | 23A SIGNATURE | 23B DATE

DD FORM 1 DEC 74 1608 EDITION OF 1 MAR 71 MAY BE USED UNTIL EXHAUSTED

9.52.1

Figure 5-9.—Unsatisfactory Material Report (Subsistence), DD Form 1608 (front).



INSTRUCTIONS

GENERAL This form should be used to report all unsatisfactory conditions in all subsistence items procured by the Defense Personnel Support Center and is not limited to those in nonconformance with specification require ments When unsatisfactory conditions are not related to specification requirements special attention should be given to Item 17 Photographs are an excellent method for illustrating the exact nature of many discrepancies Inspection and testing records should be forwarded with the UMR when appropriate Use additional sheet as necessary and identify with related item number Item discrepancies in shipments requiring submission of DD Form 1599 Report of Item Discrepancy Standard Form 361 Discrepancy in Shipment or DD Form 6 Report of Packaging and Handling Deficiency will not be reported on this form The use of the Report Control Symbol is optional and at the discretion of each service

ITEM 4 - State nomenclature in sufficient detail to insure identity including as necessary type grade class, etc

ITEM 13 - State contractor's lot number shown on shipping or unit container

ITEM 15 Information for these columns can be obtained from section 4 of applicable specification

ITEM 16 State the number or amount drawn from each case each area *(top bo tom side etc)* and whether composite sample was used

ITEM 17 List the manufacturer's batch or date codes *(usually shown as a series of numerals and letters printed or embossed on bottles cartons and cans)* found on primary containers These codes may also be found printed or stenciled on shipping containers Define the defect as stated in the quality assur ance provisions of the commodity specification otherwise define the manner or degree of non conformance List storage conditions or other factors which may be related to the unsatisfactory conditions of the product Forward samples of product if practicable

ITEM 18 State recommendations regarding disposition of supplies revision of specification requirements re vision of purchase requirements as to size of units and quantities It is essential to state quantities on hand and if applicable dates and quantities scheduled for subsequent use

DISTRIBUTION

a Originator will prepare original and three copies of report retain one carbon copy and forward remainder to following appropriate Service Office

(1) Commanding Officer
U S Army Support Agency
Attn DALO TAD-S
Ft Lee Virginia 23801

(2) Commanding Officer
Navy Food Service Systems Office
Attn Code SGV
Washington D C 20374

(3) Air Force Service Office
Attn DPKFC
2800 South 20th Street
Philadelphia Pennsylvania 19101

(4) Commandant of the Marine Corps
Code LFS4
Headquarters U S Marine Corps
Washington D C 20380

b Service Office will review reports for completeness and validity and if valid and complete forward

(1) Original for action to

Commander
Defense Personnel Support Center
Attn DPSC STO
2800 South 20th Street
Philadelphia Pennsylvania 19101

(2) Information copy to

Commander
U S Army Natick Laboratories
Attn STSNI WM
Natick Massachusetts 01760

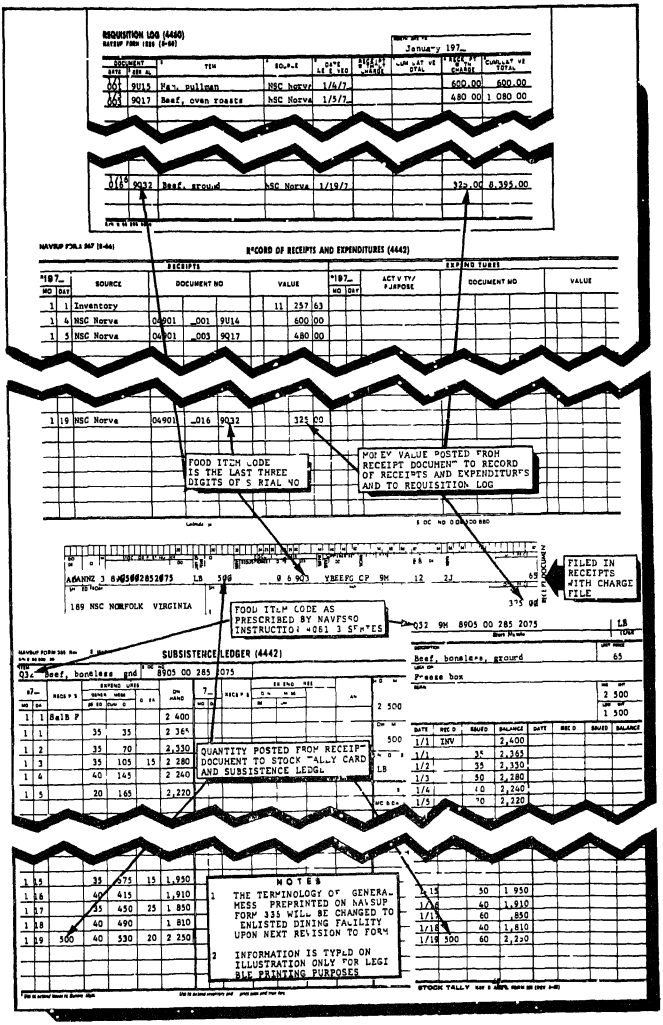
95

Figure 5-10.—Unsatisfactory Material Report (Subsistence), DD Form 1608 (back).

posted to NAVSUP Forms 367 and 1336 (receipts with or without charge as applicable), and the quantity is posted to the NAVSUP Form 335. If Stock Tally (NAVSUP Form 209) is used, quantity should be posted to it. (See fig. 5-11.)

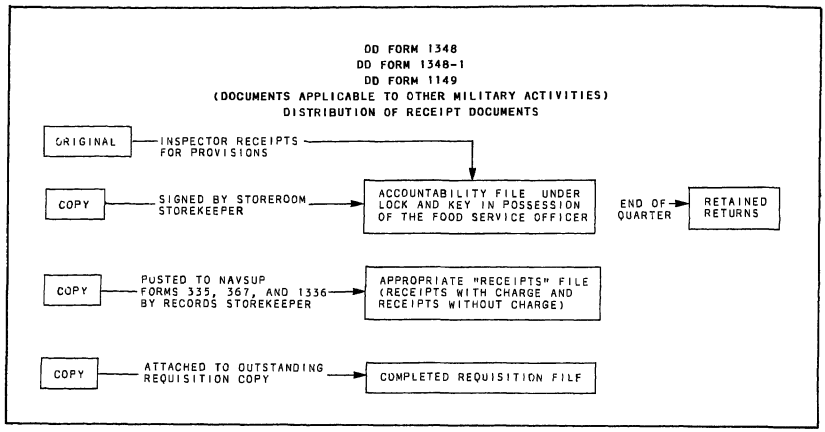
DISPOSITION OF RECEIPT DOCUMENTS

Several different receipt documents are us for food items, depending on the type of fo delivered, the source from which they are receive


REQUISITION LOG (4440)
January 197_
Beef, oven roasts
Beef, ground
RECORD OF RECEIPTS AND EXPENDITURES (4442)
FOOD ITEM CODE IS THE LAST THREE DIGITS OF STOCK NO
MONEY VALUE POSTED FROM RECEIPT DOCUMENT TO RECORD OF RECEIPTS AND EXPENDITURES AND TO REQUISITION LOG
FILED IN RECEIPTS WITH CHARGE FILE
189 NSC NORFOLK VIRGINIA
FOOD ITEM CODE AS PRESCRIBED BY NAVPSSO INSTRUCTION 4081.3 SERIES
SUBSISTENCE LEDGER (4442)
Beef, boneless, gnd
Beef, boneless, ground
Grease box
QUANTITY POSTED FROM RECEIPT DOCUMENT TO STOCK TALLY CARD AND SUBSISTENCE LEDGER
NOTES
1 THE TERMINOLOGY OF GENERAL MESS PREPRINTED ON NAVSUP FORM 335 WILL BE CHANGED TO ENLISTED DINING FACILITY UPON NEXT REVISION TO FORM
2 INFORMATION IS TYPED ON ILLUSTRATION ONLY FOR LEGIBLE PRINTING PURPOSES

43.24.1

Figure 5-11.—Posting receipts.


DD FORM 1348
DD FORM 1348-1
DD FORM 1149
(DOCUMENTS APPLICABLE TO OTHER MILITARY ACTIVITIES)
DISTRIBUTION OF RECEIPT DOCUMENTS
ORIGINAL
INSPECTOR RECEIPTS FOR PROVISIONS
COPY
SIGNED BY STOREROOM STOREKEEPER
ACCOUNTABILITY FILE UNDER LOCK AND KEY IN POSSESSION OF THE FOOD SERVICE OFFICER
END OF QUARTER
RETAINED RETURNS
COPY
POSTED TO NAVSUP FORMS 335, 367, AND 1336 BY RECORDS STOREKEEPER
APPROPRIATE "RECEIPTS" FILE (RECEIPTS WITH CHARGE AND RECEIPTS WITHOUT CHARGE)
COPY
ATTACHED TO OUTSTANDING REQUISITION COPY
COMPLETED REQUISITION FILE

43.24.1

Figure 5-12.—Distribution of receipt documents from Navy activities and other military activities.

and whether the issuing activity is mechanized or nonmechanized. See figure 5-12 for the distribution of receipt documents.

Receipts on DD Form 1348-1 or 1348

Food items normally should be received on the DOD Single Line Item Release/Receipt Document (DD Form 1348-1) except when requisitioning from nonmechanized ships. When food items are delivered from mechanized ships or shore stations, DD Form 1348-1s (originals and three copies of each) accompany the material. If food items were requisitioned from an afloat activity on a DD Form 1348, the green and white copies and the bottom card accompany the material Receipt is acknowledged on the white copy of the DD Form 1348 and returned to the issuing ship.

In either case you will receive at least three copies of a DD Form 1348-1 or 1348 (the third copy of the DD Form 1348 will be your retained red copy) These copies should show the unit price at which they are issued. On board ship they should be distributed as follows:

1. Original, signed by the inspector acknowledging that receipts were inspected for quantity and condition, to the food service officer's accountability file.

2. One copy, signed by the storeroom custodian acknowledging responsibility for the item listed, to the food service officer's accountability file

3. One copy, extended, to one of two files: "Receipts with charge" or "Receipts without charge." The copy placed in the appropriate receipts file is the copy which the foodservice recordskeeper uses to post the Subsistence Ledger (NAVSUP Form 335), the Record of Receipts and Expenditures (NAVSUP Form 367), and the Requisition Log (NAVSUP Form 1336)

Receipts on DD Form 1155

Orders under contract or purchase orders should be handled in a manner similar to the procedures described for DD Forms 1348-1 and 1348. Three copies of the DD Form 1155 should be distributed to (1) the supply officer's file, (2) the quarterly RECEIPTS file, and (3) the remaining copies to the COMPLETED PURCHASE ORDER file (see fig. 5-13). A difference is that you have had these receipt copies of the DD Form 1155 aboard since it was prepared.

When the food items arrive, remove three (or more) copies of the 1155 from the outstanding purchase order file, and from this point on, you can consider that these copies arrived with the

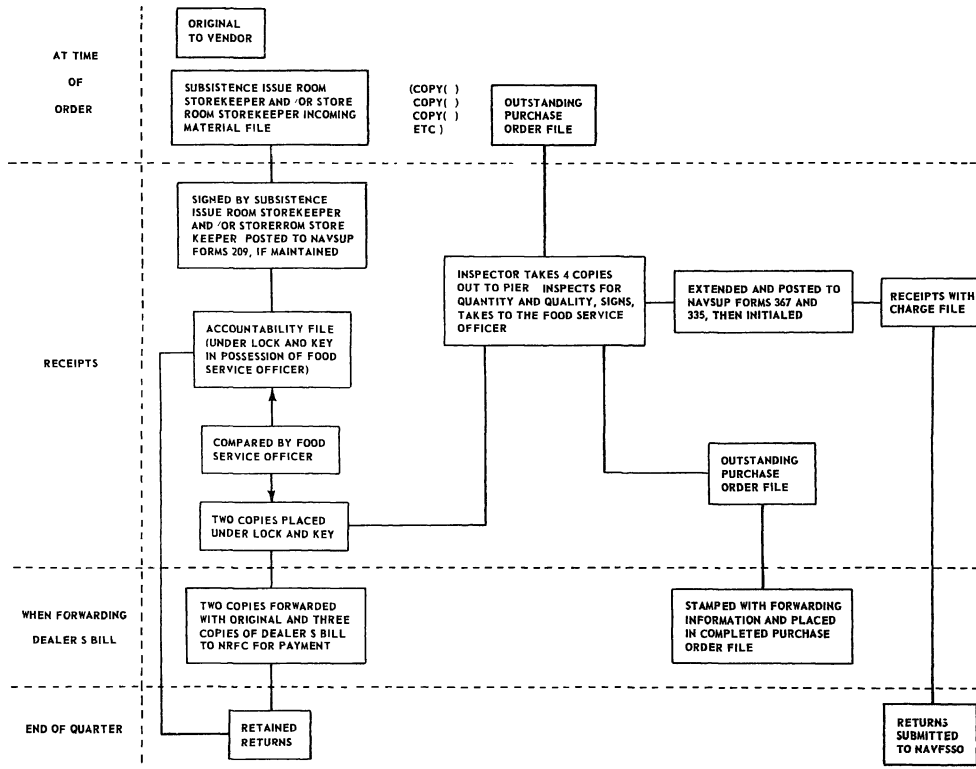

AT TIME OF ORDER
ORIGINAL TO VENDOR
SUBSISTENCE ISSUE ROOM STOREKEEPER AND /OR STORE ROOM STOREKEEPER INCOMING MATERIAL FILE
(COPY( )
COPY( )
COPY( )
ETC)
OUTSTANDING PURCHASE ORDER FILE
RECEIPTS
SIGNED BY SUBSISTENCE ISSUE ROOM STOREKEEPER AND /OR STORERROM STORE KEEPER POSTED TO NAVSUP FORMS 209, IF MAINTAINED
INSPECTOR TAKES 4 COPIES OUT TO PIER INSPECTS FOR QUANTITY AND QUALITY, SIGNS, TAKES TO THE FOOD SERVICE OFFICER
EXTENDED AND POSTED TO NAVSUP FORMS 367 AND 335, THEN INITIALED
RECEIPTS WITH CHARGE FILE
ACCOUNTABILITY FILE (UNDER LOCK AND KEY IN POSSESSION OF FOOD SERVICE OFFICER)
COMPARED BY FOOD SERVICE OFFICER
OUTSTANDING PURCHASE ORDER FILE
TWO COPIES PLACED UNDER LOCK AND KEY
WHEN FORWARDING DEALER S BILL
TWO COPIES FORWARDED WITH ORIGINAL AND THREE COPIES OF DEALER S BILL TO NRFC FOR PAYMENT
STAMPED WITH FORWARDING INFORMATION AND PLACED IN COMPLETED PURCHASE ORDER FILE
END OF QUARTER
RETAINED RETURNS
RETURNS SUBMITTED TO NAVFSSO
43.23

Figure 5-13.—Distribution of DD Form 1155 copies upon receipt of material.

food items. After completion of the quality and quantity inspection, you can extend your posting copy after filling in the quantity accepted column with your actual count of the material received. There is an exception when you order food items for delivery over an extended period. When this is the case, the tickets from each delivery are filed in the accountability file, and the amount of each delivery is noted by the foodservice recordskeeper on the outstanding purchase order file copy of the DD Form 1155. When final delivery is made, you proceed with the distribution of the copies as discussed above.

When the delivery is complete, you sign the certification in the lower left corner of a copy of the DD Form 1155 which is then forwarded with the original and three copies of the dealer's bill to the paying office designated on the form.

DISCREPANCIES IN DOCUMENTATION

One of your responsibilities is to compare the food items received with the accompanying documents and, if they do not agree, to take appropriate action. The following paragraphs discuss situations you may encounter and the proper procedures in each case.

Erroneous Invoices

When an invoice is received containing an error of $5 or more, request a corrected or credit invoice from the issuing activity Line through the error without obliterating the figures, and insert the correct amount and post it to the Record of Receipts and Expenditures (NAVSUP Form 367). Upon receipt, file the correct or credit invoice with the retained records. Errors of less than $5 should be absorbed in the price adjustment.

Receipts Without Invoices

When food items are received without invoices or on unpriced invoices, prepare a dummy invoice and take up the food items at the last receipt price as shown on the NAVSUP Form 335. When the priced invoice for the food items is received, round off the receipt unit price to the nearest cent, and use it as the unit price for the item. Make a cross-reference on the priced invoice to the related dummy invoice and, if required, make an additional line entry on the NAVSUP Form 367 for any difference.

Shortages in Shipment

When substantial shortages, either in quantity or money, are found in shipments received from Navy supply support activities (NSCs and NSDs) and mobile logistics support forces ships (AFS, AOE, AOR, and AF), immediate liaison is to be established by the receiver with the issuer, either in person or by message, in an attempt to resolve the discrepancies. In the event shortages do exist after investigation, the full value of the transfer invoice will be taken up on the stock records, and the loss of $10 or more per line item will be surveyed in the regular manner. If overages exist as a result of the same shipment, the dollar value of these overages is to be stated on the survey document. A copy of the survey document should be forwarded to the issuing activity. If the missing items are received later, a credit loss by survey invoice should be prepared. This procedure does not apply to losses incurred by the use of average case weights.

For losses of less than $10 per line item, use the expenditure log (Loss Without Survey, NAVSUP Form 1334). Refer to NAVSUP P-486, volume I, chapter 6.

UNDERWAY REPLENISHMENT

Underway replenishment is a major task. However, this task may be simplified somewhat by careful planning and supervision on your part.

The Underway Replenishment Bill is a part of your ship's *Standard Organization and Regulations Manual.* Compare this bill with others that you have used. If the bill can be improved, discuss your recommended changes with your immediate supervisor

If your ship is attached to an operating force, it will receive most of its support from mobile logistic support groups (AFs)

Listed below are some major points that you should consider when planning underway replenishment:

1 Submit your requisition to the AF within the item limits listed in replenishment guides This gives the AF ample time to process the requisitions.

2. Be sure you are ready for replenishment when the time comes by accomplishing the following:

a. Know the replenishment stations.

b. Determine the number of cases that will come aboard, how may people will be required

as checkers, and how many people will be needed in the working party.

c. Be sure that all storerooms are ready to receive the stores. This may require stock rotation and storeroom cleanup by the bulk storeroom personnel.

d. Plan the traffic routes for the working party to take. (Be sure to indicate a separate route for return from the storerooms to avoid congestion and confusion.)

e. The CO and XO should be informed of the plans for the replenishment.

3. Make sure the working party and the checkers are on location before replenishment begins.

4. Be sure that the checkers have a system for checking all actual quantities of food items that come aboard.

5. Be sure that the working party stays on the job until all food items are received aboard and struck below in the proper storerooms.

6. Be sure that the checkers know where all items are to be sent for stowage. The checkers, in most cases, are Mess Management Specialists.

7. Take necessary precautions to see that items, such as fresh fruits, are not pilfered during the stowing operation.

UNLOADING AND STOWING

When loads of food items arrive for in-port replenishment, offload only one type of food at a time. This makes inspection and quantity checks easier. Do not permit the working party to throw boxes or drop them off trucks. Bruised fruit, dented tinned items, and broken cases increase spoilage.

STOWING ITEMS IN REFRIGERATED SPACES

Since most refrigerated spaces do not have battens to keep stock from shifting, it is a good idea to place boards vertically on the ends of case rows and secure them to bulkhead brackets Be careful never to secure anything to the exposed coils in a refrigerated space

Naturally, the temperatures will rise during loading. It will take several hours to bring them back down to desired levels, and it is your job to ensure that each space is checked at least every hour. If temperatures do not drop, notify the person in charge of the refrigeration system. It may be necessary also to restow the space for better circulation of air.

STOWING FROZEN MEAT

Frozen meats, fish, and poultry should be neatly stacked in the refrigerated spaces at 0 °F or lower Meat items should not be stowed on the deck; pallets should be placed on the deck to allow free circulation of air under all items stowed in the space. Unlike preservation by canning, freezing does not sterilize food. For this reason, food items should remain in stowage at 0 °F or lower to maintain the same state of sanitation and the best quality captured at the time of initial freezing. When exposed at temperatures above 0 °F, the quality of frozen food decreases at a rate directly related to the temperature increases. Frozen poultry, for example, loses quality two to three times faster at 10 °F than at 0 °F and four to six times faster at 20 °F than at 0 °F. When frozen food is held for any long period of time above 0 °F, permanent damage occurs and quality loss cannot be recaptured.

Check the freeze box continually to maintain temperatures at 0 °F or below, if possible. Double-check portable-type freeze boxes assigned to you when your ship is undergoing repairs at a shipyard. THEY ARE YOUR RESPONSIBILITY, NOT THE SHIPYARD'S.

Stack like items in neat rows with labels in sight, issues and inventories can then be easily and accurately made

Put pork, veal, lamb, poultry, and fish at the far end of the space so that the warm air from the door opening will not hit them These items spoil faster than beef and cured products.

Place older meats where they will be issued first Do not assume that the last meat received is the freshest Each case is date-stamped, and you must check these dates when stowing so that the oldest date of pack will be in position to be issued first

When loading to capacity, it may be necessary to open boxes of meat Hams and pork loin are best for filling in gaps These items are usually wrapped in small cuts and do not bruise easily. Frozen boneless meats, frozen variety meats, and frozen sausage will be stowed more satisfactorily if left in the original shipping boxes.

Frozen poultry should not be used to fill gaps. It should be kept completely wrapped and in the original box The box should be kept closed; this also applies to partially used boxes of frozen poultry.

STORAGE TABLES

The NAVSUP P-486, volume I, contains detailed storage data for perishable and semiperishable food items. The approximate storage life of each item in these storage tables is based on optimum (most favorable) temperatures and humidities, which exist only under storage conditions ashore at large supply installations.

Aboard ship, optimum temperatures and humidities are difficult to maintain. For this reason, perishables have a shorter safe life afloat than ashore.

Keep in mind that the storage data for semiperishable items must be calculated from the time the items are processed. Frequently, you will receive perishable items that have been in storage for 3 months or even longer. In some cases, optimum temperatures have not been maintained while the product was in transit. In addition, the product will be subject to upward temperature adjustment if your refrigerated spaces cannot maintain the temperatures at which they have previously been held. All these factors tend to shorten storage life.

STOWING FRESH FRUITS AND VEGETABLES

Most fresh fruit and vegetables hold best at temperatures ranging from 32 °F to 35 °F. Some require higher or lower ranges. Vegetables require a rather high humidity. A relative humidity of 85% to 90% is desirable for most fresh fruits and vegetables to reduce dehydration. A combination of high temperature and high humidity will cause vegetables to spoil rapidly

In stowing fresh fruit and vegetables, place the most durable items (such as apples, turnips, lemons, onions, and cabbage) in the back of the box. Then work toward the front area with oranges, melons, celery, and the like, followed by the most perishable items like cucumbers and lettuce. White potatoes keep best at 40 °F to 50 °F. If they are held at lower temperatures, be sure that they are removed to room temperature at least 24 hours before use; otherwise they will have a sweet taste.

Consult the storage table for perishable food items in the NAVSUP P-486, volume I, to determine which fresh fruits and vegetables may be loaded ONLY for consumption within 10 days. Excessive spoilage will be avoided if these instructions are followed.

Stow cases of vegetables or fruit so that the bulged side is NOT on the bottom. Place them on the flat side. Crisscross cases to aid the circulation of air, and place slats or dunnage between them. Frozen fruits and vegetables should be stowed at a temperature of 0 °F or lower if you plan to hold them for more than a very short time. Good circulation is also important to keep frozen foods dry, and a forced draft type of fan or blower is best for this purpose.

STOWING EGGS

Stow eggs with special care and in an odor-free space. Eggshells, like the human skin, have pores. These will absorb odors, such as those of strong cheese, onions, lemons, and oranges. Keep them stored at a temperature as close as possible to 32 °F. Check the humidity of the stowage space. If eggs become damp, they will mold and acquire a musty taste.

STOWING SEMIPERISHABLE FOOD ITEMS

When you are stowing semiperishable food items, remember that they require as careful handling as any other food item They should be stowed in clean, dry, well-ventilated spaces Proper handling will help ensure their normal life

Dry storerooms should be clean and free of insects and rodents. Do not attempt to spray insecticide in a storeroom where flour, sugar, or sacked items are stowed It is a good plan to spray storerooms when stocks are low and can be moved easily to another area during the spraying and airing process

Daily inspections of refrigerated spaces and dry storerooms are part of your job Do more than just glance in and check a space off your list Look for broken cases or bags, leaky cans, or strange odors Check the ventilation, temperature, and humidity of each space Place your hands on bulkheads to see if they are damp or hot Sweating bulkheads increase the humidity, which causes rust to form on canned goods

SAFETY PRECAUTIONS

The safety of the personnel loading food items is your responsibility. You may place another petty officer in charge of actually loading pallets or cargo nets, but the responsibility is still yours.

Before any loading or unloading operation, instruct the petty officer in charge in the

proper ways of handling boxes, cases, or bags. Show members of the working party how to stow a cargo net or stack pallet boards so that the material will not fall. Remind them that no one stands under a load while it is being hoisted aboard. The hatch tender must be instructed to call out "heads up" when a load is nearing the hold for lowering. The hatch tender must also be alert to ensure that no one is standing in a cargo net that has been emptied before the signal is given to the winchman to hoist it out of the hold.

Check to see that the area near an open hold or hatch has been properly roped off even if you consider this the duty of the deck division. This also applies to any space when a ladder or a lifeline has been removed in the hold you are loading.

Place all dry items on pallets or dunnage, never on deck. This allows necessary air circulation. If items are in bags, crisscross them. Stack boxes and cartons with the labels facing passageways to make issue easier and inventories more accurate.

Never stow flour or other food items that are packaged in paper containers in a storeroom that has been freshly painted or near any item with a strong odor.

Items in glass containers should remain in their cases, stored in a dark place. Light may discolor the product.

SANITATION OF STORAGE AREAS

Both unloading and stowage present problems of sanitation. These problems result from both the areas affected and the nature of the processes

You must keep areas where food items are being handled as clean as possible. This is often very hard to do, especially on a dock or pier, where there is much traffic Areas in which food items are being inspected and loaded should be free from fumes, such as those of creosote, fuel oil, or fresh asphalt. Most fresh items will absorb fumes or odors and will become unfit for consumption. Do not allow food items, either fresh or dry, to remain on the piers, weather decks, or loading platforms for long periods. Exposure to weather will hasten the spoilage rate. When possible, frozen/chill items should be off-loaded directly from refrigerated truck/van into the ship's reefers.

Cleanliness of refrigerated spaces helps prevent growth of mold and decay of food. All decks, bulkheads, and deck gratings should be scrubbed clean with hot, soapy water and spaces aired as often as practical. Defrosting the coils when three-sixteenths inch of ice accumulates will increase the efficiency of the refrigeration system. However, the engineer officer must be notified before defrosting so that the refrigeration can be shut off. A heavy layer of frost or ice on these coils may result in an overload on the compressors.

Food items must be stored to prevent damage to the ship, the crew, and the items themselves. Avoid storing items on top of bins. If this is necessary, due to space limitations, then secure them with proper lashings or other means. Inspect these items frequently; lashings will be loosened by the motion of the ship.

After your ship has been loaded, inspect each space for safety. Sometimes stacks may have to be leveled off or lashings may not be adequate. Check to see that aisles have not been blocked off, thereby preventing the entry of fire parties. Check loading areas to ensure that ladders, hatch boards, lifelines, and such have been returned and rigged properly. Check for any excess trash or dirt before the storerooms are secured. Fires normally will not start in a clean, well-stowed, and well-ventilated area.

In general, storage compartments should be located away from sources of contamination, maintained in good repair, and kept clean. Below is a list of precautions that you should observe:

- When opening boxes, cartons, and crates, remove nails, do not bend them down. Beware of broken glass
- Put the heavier and bulkier materials on the lower shelves. Avoid storage on top of lockers or other high places.
- Food containers should be covered except when in actual use or service.
- Food containers become contaminated through wires, splinters, and dirt if not opened properly.
- Know where your fire-fighting equipment is located. Items should not be stored where they will be in the way when equipment is needed for emergency use. Flammable cleaning materials and other materials should be placed in specified lockers or in approved safety cans. Store only on lower shelves.

- Maintain good housekeeping so as to reduce the hazard of fire and other accident hazards. Place stores so that they do not protrude into aisles from bins or shelves.

- Be sure that light bulbs are guarded and that materials are no closer than 18 inches to any bulb.

- Do not stack cases too high to avoid toppling and damage to cases and produce.

- Use shelving of sturdy construction. In storerooms afloat, merchandise should be secured behind battens or lashed down.

- Stockrooms should be properly ventilated and smoking prohibited.

- When lifting, keep your back straight, bend your knees, and let your leg muscles do the work. If the load is too heavy for one person to manage, ask for assistance.

- Use adequate and safe ladders; avoid overreaching to get objects.

TRANSFER OF FOOD ITEMS

At the direction of the food service officer, you may be called upon to estimate quantities of food items that can be spared for transfer to another ship or station. As you review your stocks and develop your estimate, always consider the need of your mess first. Make a complete check of your stock against the planned menu and the length of time before replenishment. Although the final decision is made by the food service officer, your estimate should not in any way jeopardize the general mess of your ship.

TRANSFERS WITH REIMBURSEMENT

These are transfers of food items valued at last receipt prices turned in to stock points, store ships, or nonappropriated activities (ships' stores, etc.).

TRANSFERS WITHOUT REIMBURSEMENT

These are transfers at last receipt prices of all transfers from one Navy general mess to another (i.e., destroyer to destroyer, carrier to destroyer, etc.), transfers of inventories between blue and gold crews of SSBNs, and the value of packaged operational rations (combat meals). Submarine tenders will transfer to submarines and small craft at last receipt prices according to NAVSUP P-486, volume I.

TRANSFER DOCUMENTS

The authority to break out food items for transfer between ships and between general messes ashore should be covered by a DOD Single Line Item Requisition System Document (DD Form 1348), DD Form 1149, or document(s) required by the transferring activity.

The food service officer who furnishes food items to civil service manned ships of the Military Sealift Command prepares a Requisition and Invoice/Shipping Document (DD Form 1149) as a cash sale to the area or subarea commander, Military Sealift Command, having cognizance of the ship and credits the appropriation, Military Personnel, Navy, subhead .2241, and functional account 73110 or 73170. The original and two copies of the invoice should be receipted by a responsible representative of the receiving activity. The signed original, one signed copy, and three unsigned copies of each invoice are forwarded with the General Mess Operating Statement (NAVSUP Form 1358) to cover the expenditure One signed copy of the expenditure invoice should be retained.

TRANSFERS OF LESS THAN FULL CASES

Food items other than boneless meats are expended in less than full cases to submarines and small craft which do not have adequate storage space. Expenditures of small quantities are covered by memorandum receipts for each delivery. Expenditures are recapitulated monthly or on departure of the ship (except for SSBNs) being supported and are extended at the last receipt price. Ships making transfers to SSBNs will prepare an invoice only upon departure of the SSBN or at the end of each quarter. An invoice in money value only is prepared for total value of items expended. The original and one copy of the money value invoice and a copy of the document showing recapitulation of issues should be

furnished to the receiving ship. The invoice must carry the following statement:

"From _____
(Issuing activity)

To _____
(Receiving activity)

From_____ to _____
(Date) (Date)

as covered by the attached recapitulation of issues and signed delivery receipts on file at this activity."

RETURNING FOOD ITEMS TO STORE

Turn-in to store (specialized support activity, direct supply support point, or Navy stock funded activities including MLSF ships [AFS, AF, AOR, etc.]) is permitted only when a general mess is unable to transfer, without reimbursement, subsistence items to other end-use activities; i.e., general messes funded by the appropriation, Military Personnel, Navy. In the case of bulk turn-in due to decommissioning, fleet rehabilitation, and modification programs, and the like, the documents may be partially or completely prepared by the receiving activity from a material listing or inventory provided by the ship. This deviation from normal procedure is prearranged and agreed to by both the receiving activity and the ship turning material in to store

Material listings or inventories of bulk turn-in should contain date of pack information and should be forwarded to the receiving activity as far in advance of the proposed turn-in as possible When a date of pack inventory is not provided, date of pack information should be entered in data block "V" on the DD Form 1348-1

Action Before Turn-in

Before returning any food item to the supply system, it should be visually inspected for spoilage and defects. Boxed and bagged items should be carefully inspected for infestation by rodents and insects. Canned products should be checked for pinholing, rust, dents, and swelling.

Special attention should be given to items with a date of pack older than the immediate preceding year. Only those items that pass the visual inspection should be turned in to store.

Any food that fails to pass the visual inspection should be surveyed and disposed of as outlined in NAVSUP P-486.

Excess stocks of food items in ready-for-issue condition and in case lots may be transferred to a store ship (AF) in the immediate vicinity when turn-in to store ashore is not feasible. When complete food item loads must be returned to the supply system due to decommissioning, fleet rehabilitation, and modification programs, and so forth, the material should be turned in to the nearest specialized support depot, direct supply support point, or Navy supply activity for credit to the appropriation, Military Personnel, Navy. Every effort should be made to exhaust stocks of perishable items before the date of turn-in. Upon notification of deactivation (not to conflict with instructions provided by type commanders or higher authority), requisitions for replenishment will be adjusted for acquisition of only essential items required for the duration of active status and menus adjusted to use stocks on hand to the maximum extent possible. MILSTRIP/MILSTRAP provides instructions to receiving activities in receipt of turn-ins of food items.

Stocks of operational rations and insurance items should be rotated within the period of storage life expectancy shown in the storage tables, paragraph 5004 of the NAVSUP P-486. These items are not to be turned in to store ashore except under the following conditions:

1 Stock remaining aboard troop-carrying ships after completion of training maneuvers

2 Stocks that cannot be economically used by the general mess because of inactivation or other reasons requiring food items to be off-loaded

Recording Transfers

Transfers are posted as the transactions occur. The quantity is posted to the Stock Tally (NAVSUP Form 209) and the Subsistence Ledger (NAVSUP Form 335), and the total money value is posted to the Record of Receipts and Expenditures (NAVSUP Form 367) at the last receipt invoice price.

CHAPTER 6

FINANCIAL REPORTS

The objective of any system of records maintained by a Navy mess is to provide a source of data to be used in the preparation of the required financial statements of that mess. When these records are properly maintained, they will also provide information that will make it possible to operate the mess more efficiently. Improperly kept records tend to support practices that lead to inefficiency and cause losses of money and material.

The types of financial records and reports that are required to be maintained by general messes afloat and ashore and private messes afloat are discussed in this chapter.

GENERAL MESS FINANCIAL RETURNS

Navy general messes (GMs) operate on a monetary ration allowance. This allowance is prescribed by a Department of Defense Food Cost Index which is based on food items authorized by the Navy Ration Law. The general mess accounting system requires that a quantity record of receipts and expenditures be maintained for each food item carried The system also requires that a record be maintained for controlling the cost of the general mess ration. The value of food items consumed in the mess is computed by using fixed unit prices that are distributed in the form of a quarterly notice by the Navy Food Service Systems Office (NAVFSSO). The NAVFSSO Notice also issues daily allowances, supplementary allowances, and special allowances.

The procedures discussed in this section of the chapter apply only to the accounting for food at the general mess level.

FIXED PRICE LISTS AND DAILY MONETARY RATION RATES

Quarterly, the Navy Food Service Systems Office publishes a list of fixed prices and the monetary values of the basic daily allowance for dissemination. The fixed price list is used by all activities to determine the total cost of issues to the general mess. When a fixed price is not listed for an item, the last receipt invoice price is used. The fixed price list for sale of galley-produced products is used by activities operating a general mess for pricing galley-produced bakery products sold to private messes according to NAVFSSONOTE 7330. It is revised every 3 months as required by fluctuations in prices of the basic ingredients. The costs of galley-produced bakery products, which do not appear in the price list, are based on the last receipt invoice prices for the basic ingredients.

INVENTORY REQUIREMENTS

Food items carried in end-use appropriation, Military Personnel, Navy (MPN), aboard ships and general mess issue rooms ashore will hereafter be referred to as general mess stocks The general mess stock of food items should be inventoried by the food service officer as of the last day of each quarter and before relief of the food service officer At the end of each patrol period of fleet ballistic missile (FBM) submarines and upon relief of the food service officer of each crew (blue and gold), the results of physical inventories should be recorded on the Food-Item Report/Master Food Code List (NAVSUP Form 1059). A copy of the inventory should be submitted with the general mess return only upon relief of the food service officers of either of the individual crews (blue or gold) Copies of the inventories should not be submitted at the end of each blue or gold patrol period. Aboard ships without Supply Corps officers, an inventory should be taken before relief of the commanding officer if an accountable food service officer has not been designated. Frequent spot inventories should be taken of fast-moving and high-value items as considered advisable to maintain financial control of general mess

accountability. When spot inventories are conducted, all applicable records should be adjusted.

PREPARATION FOR INVENTORY

In preparation for and before the inventory, all receipts and expenditure documents should be posted to the Stock Tally Card (NAVSUP Form 209), the Subsistence Ledger (NAVSUP Form 335), and the Record of Receipts and Expenditures (NAVSUP Form 367). All general mess stock should be arranged by case lots with labels facing out and in NAVSUP Form 1059 sequence, if possible.

PHYSICAL INVENTORY

When the food service officer is being relieved, both the relieved and the relieving food service officers should take the inventory. Personnel assigned responsibility for general mess stock should be present and participate in the inventory of their respective spaces. Separate rough inventories should be taken of areas assigned to different individuals. Food items should not be moved from one storage area to another during the inventory, and the food service officer should ensure that no issue, transfer, or sale of food items is made from general mess stocks except in an emergency. When such expenditures occur, the inventory should be adjusted and initialed by the persons taking the inventory

Recording the Inventory Counts

The rough inventory should be recorded on NAVSUP Form 1059 or other appropriate recording document. Regardless of the form used, the rough inventory should be recorded in ink. Only an original rough inventory will be prepared. Errors and adjustments should be lined out, but not obliterated, and corrections should be initialed by the persons responsible for the inventory Each page of the rough inventory should be signed by the food service officer and the persons responsible for the storage areas.

After Inventory

The rough inventory should be compared with the balances on the NAVSUP Form 335 A list should be made of discrepancies between inventory quantities and on-hand balances and these discrepancies should be investigated immediately. Required corrections should be made and initialed by each person whose name appears on the inventory sheets. After all the corrections have been made, the inventory should be recapped in duplicate on a NAVSUP Form 1059. The food service officer should compare the smoot recapped inventory with the rough inventor before signing the smooth inventory. The roug inventory sheets should be placed in the accoun ability file until the next inventory has been com pleted, after which they may be destroyed. Th original and duplicate of the smooth inventor should be priced at the last receipt prices, extende and totaled. The original should be retained b the food service officer and filed with the retaine returns. The duplicate copy should be used fc posting to the NAVSUP Forms 209, 335, and 36 Inventory quantities should be posted to th NAVSUP Form 209 and NAVSUP Form 33 The total value of the inventory should be poste to the expenditure side of the NAVSUP Form 36 After posting is completed, the duplicate cop should be used to prepare returns and the destroyed except for a copy to be retained by th relieving accountable officer. Figure 6-1 illustrate a smooth inventory.

Action on Relief of Accountable Officer

Upon relief of the accountable food servic officer, the officer being relieved and the relievin officer should sign the inventory to certify tha the quantities and values on hand are in agreemer with the actual inventory and stock records an that accountability has been reestablished. Th original is retained on board, and a copy c the relieving inventory will be forwarded t NAVFSSO immediately after completion.

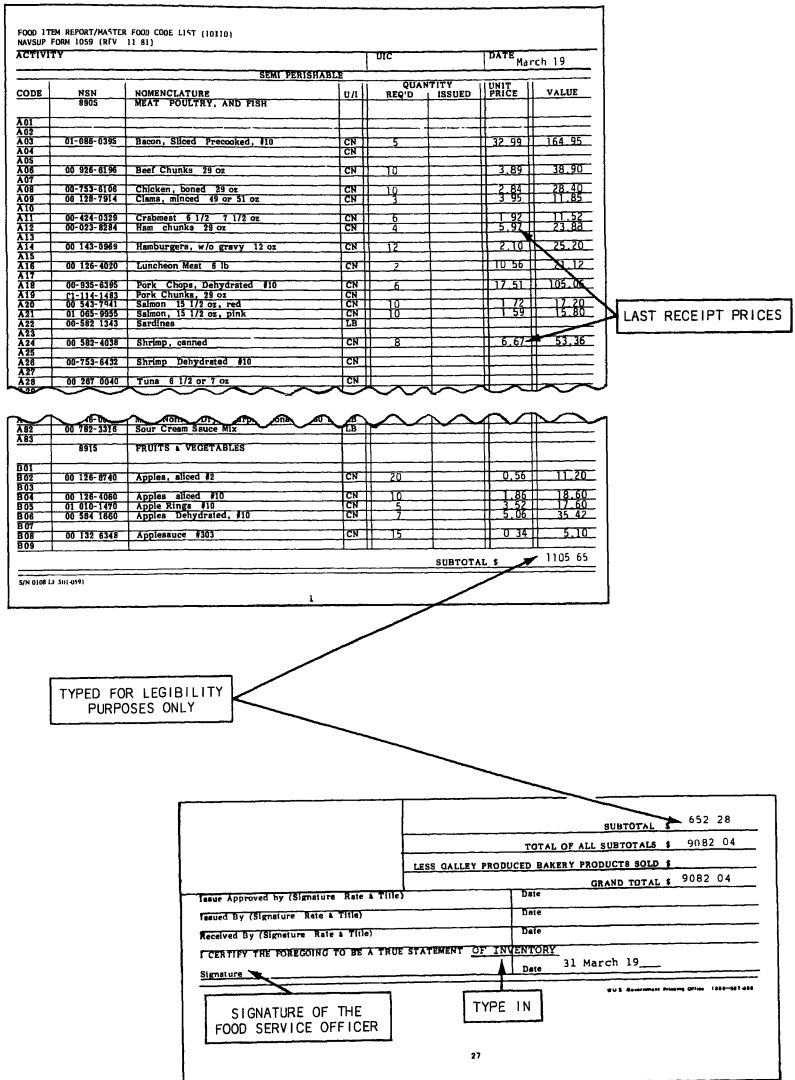
OPTIONAL INVENTORY PROCEDURES

In the interest of reducing the workload at th end of each accounting period, an optional inver tory procedure is authorized to permit inventorie to be taken at any time during the last mont of the quarter. It is recommended that the inver tory be conducted during the latter part of th month. When possible, the food service offic should conduct inventories when stocks are low thus promoting greater accuracy and allow ing more time for the investigation of discrep ancies.

When the optional procedure is used, follo the procedure described below.

Posting Inventory Quantities

Upon completion of the inventory, quantitie on hand are posted to the Subsistence Ledge (NAVSUP Form 335). Quantity difference


FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110)
NAVSUP FORM 1059 (REV 11 81)
ACTIVITY
UIC
DATE March 19
SEMI PERISHABLE
CODE
NSN
NOMENCLATURE
U/I
QUANTITY REQ'D
QUANTITY ISSUED
UNIT PRICE
VALUE
MEAT POULTRY, AND FISH
A01
A02
A03 01-088-0395 Bacon, Sliced Precooked, #10 CN 5 32 99 164 95
A04 CN
A05
A06 00 926-8196 Beef Chunks 29 oz CN 10 3.89 38.90
A07
A08 00-753-6108 Chicken, boned 29 oz CN 10 2.84 28.40
A09 00 128-7914 Clams, minced 49 or 51 oz CN 3 3 95 11.85
A10
A11 00-424-0329 Crabmeat 6 1/2 7 1/2 oz CN 6 1 92 11.52
A12 00-025-8284 Ham chunks 29 oz CN 4 5.97 23.88
A13
A14 00 143-0969 Hamburgers, w/o gravy 12 oz CN 12 2.10 25.20
A15
A16 00 126-4020 Luncheon Meat 6 lb CN 2 10 56 21.12
A17
A18 00-935-8365 Pork Chops, Dehydrated #10 CN 6 17.51 105.06
A19 C1-114-1483 Pork Chunks, 29 oz CN
A20 00 543-7441 Salmon 15 1/2 oz, red CN 10 1 72 17.20
A21 01 065-9955 Salmon, 15 1/2 oz, pink CN 10 1.59 15.80
A22 00-582 1343 Sardines LB
A23
A24 00 582-4038 Shrimp, canned CN 8 6.67 53.36
A25
A26 00-753-6432 Shrimp Dehydrated #10 CN
A27
A28 00 287 0040 Tuna 6 1/2 or 7 oz CN
A82 00 782-3318 Sour Cream Sauce Mix LB
A83
FRUITS & VEGETABLES
B01
B02 00 126-8740 Apples, sliced #2 CN 20 0.56 11.20
B03
B04 00 126-4060 Apples sliced #10 CN 10 1.86 18.60
B05 01 810-1470 Apple Rings #10 CN 5 3.52 17.60
B06 00 584 1660 Apples Dehydrated, #10 CN 7 5.06 35.42
B07
B08 00 132 6348 Applesauce #303 CN 15 0 34 5.10
B09
SUBTOTAL $ 1105 65
S/N 0108 LJ 511-0591
1
LAST RECEIPT PRICES
TYPED FOR LEGIBILITY PURPOSES ONLY
SUBTOTAL $ 652 28
TOTAL OF ALL SUBTOTALS $ 9082 04
LESS GALLEY PRODUCED BAKERY PRODUCTS SOLD $
GRAND TOTAL $ 9082 04
Issue Approved by (Signature Rate & Title) Date
Issued By (Signature Rate & Title) Date
Received By (Signature Rate & Title) Date
I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF INVENTORY
Signature Date 31 March 19
SIGNATURE OF THE FOOD SERVICE OFFICER
TYPE IN
27

90.67

Figure 6-1.—Smooth inventory.

(either plus or minus) between the inventory and the NAVSUP Form 335 balance are posted to the ISSUES TO GENERAL MESS column of the NAVSUP Form 335 and to the Food-Item Report/Master Food Code List (NAVSUP Form 1059) or Food-Item Request/Issue Document (NAVSUP Form 1282) on which each item is priced, using fixed prices, extended and totaled. The total value of the differences is posted to the General Mess Control Record (NAVSUP Form 338) to reflect the actual food cost.

Reporting of Inventory in the Subsistence Return

At the end of the quarter, the quantities on hand, as shown on the NAVSUP Form 335s, are posted to NAVSUP Form 1059. These forms should be priced at last receipt prices, extended, totaled, and signed by the food service officer. The value is posted to the Record of Receipts and Expenditures (NAVSUP Form 367) as the value of subsistence inventory carried forward at the end of the accounting period and is reported under EXPENDITURES in the BALANCE SHEET section of the General Mess Operating Statement (NAVSUP Form 1358) opposite the caption BALANCE ON HAND.

CLOSING ENTRIES ON GENERAL MESS RECORDS

After making certain that all receipt and expenditure documents have been posted to the Subsistence Ledger (NAVSUP Form 335), the quantity of each food item on the closing inventory is posted as the last entry to the ON HAND column. (See fig. 6-2.)

INVENTORY ADJUSTMENTS

A comparison is made between the running ON HAND balance on each NAVSUP Form 335 and the actual on-hand quantity posted from the inventory. Any difference in excess of 5% of the total expenditures during the accounting period is investigated by the food service officer to determine the cause. Since recounts were made during the inventory of all items not in agreement, this investigation is directed primarily toward mathematical accuracy, issue controls, security measures, etc. Action must be taken to correct the case and to prevent recurrence of excessive differences. Any unreconciled difference between the recounted inventory and the rechecked on-hand balance is posted to the GENERAL MESS column of the NAVSUP Form 335 annotated as "Inventory Adjustment." This may be either a plus or minus figure. The food service officer initials all inventory adjustments in excess of 5% of the total expenditures during the accounting period.

A separate rough inventory is prepared for specialty items authorized for issue to submarines and small craft with 49 or fewer enlisted personnel on board. Gains and losses of these items must be documented and reported as described in the following paragraphs.

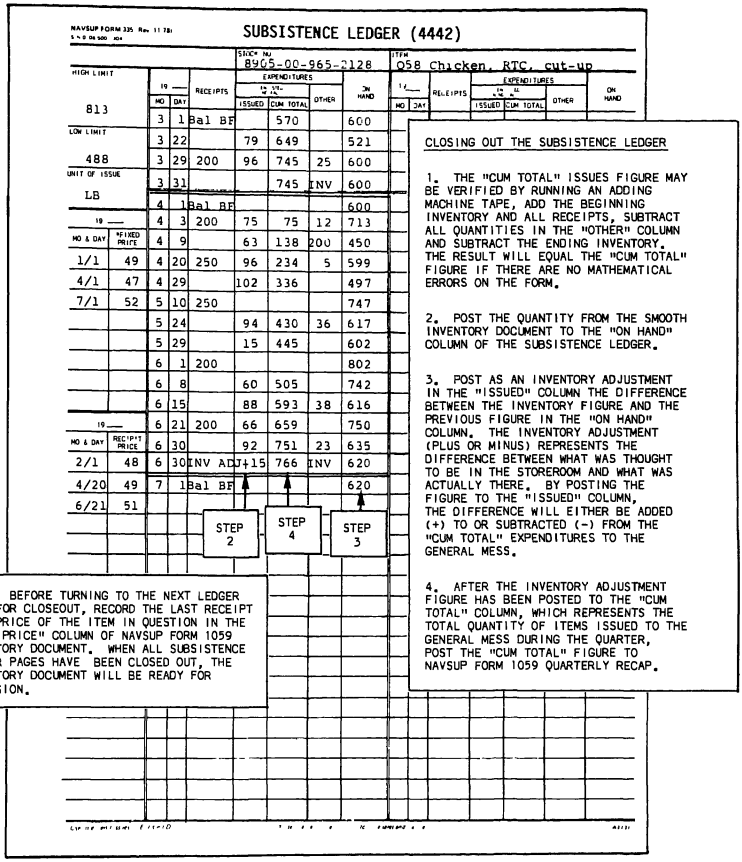
Gains in inventory of specialty food items are itemized on a Requisition and Invoice/Shipping Document (DD Form 1149). These gains are then posted as a receipt on the NAVSUP Form 335 and the Stock Tally (NAVSUP Form 209) and Record of Receipts and Expenditures (NAVSUP Form 367). The value posted to the NAVSUP Form 367 should be included in the entry on the General Mess Operating Statement (NAVSUP Form 1358) opposite the caption RECEIPTS WITHOUT CHARGE. The original of the DD Form 1149 is forwarded with returns submitted to the Navy Food Service Systems Office.

Losses of less than $50 per line item are itemized and expended as they occur on an Expenditure Log (Loss without Survey NAVSUP Form 1334) The losses are then posted to NAVSUP Form 335 and NAVSUP Form 209, and finally, are posted to the NAVSUP Form 367 at the end of the accounting period The value of the losses posted to NAVSUP Form 367 should be included in the entry opposite the SURVEY & LOSS WITHOUT SURVEY caption on NAVSUP Form 1358. The original of the NAVSUP Form 1334 should be forwarded with returns submitted to the Navy Food Service Systems Office

Losses of $50 or more per line item are surveyed on a Report of Survey (DD Form 200) The original of the Survey Document is forwarded with the returns submitted to the Navy Food Service Systems Office. (Refer to chapter 6, NAVSUP P-486, for instructions on surveys)

SUMMARY OF ISSUES TO THE GENERAL MESS

When all inventory adjustments have been made, a line is drawn below the last entry on each NAVSUP Form 335. The cumulative total of the issues to the general mess is posted to the summary Food-Item Report/Master Food Code List (NAVSUP Form 1059). When an inventory adjustment results in a credit issue, it is posted


SUBSISTENCE LEDGER (4442)
STOCK NO 8905-00-965-2128
ITEM Q58 Chicken, RTC, cut-up
HIGH LIMIT 813
LOW LIMIT 488
UNIT OF ISSUE LB
EXPENDITURES
RECEIPTS
ISSUED
CUM TOTAL
OTHER
ON HAND
MO & DAY
FIXED PRICE
RECEIPT PRICE
CLOSING OUT THE SUBSISTENCE LEDGER
1. THE "CUM TOTAL" ISSUES FIGURE MAY BE VERIFIED BY RUNNING AN ADDING MACHINE TAPE, ADD THE BEGINNING INVENTORY AND ALL RECEIPTS, SUBTRACT ALL QUANTITIES IN THE "OTHER" COLUMN AND SUBTRACT THE ENDING INVENTORY. THE RESULT WILL EQUAL THE "CUM TOTAL" FIGURE IF THERE ARE NO MATHEMATICAL ERRORS ON THE FORM.
2. POST THE QUANTITY FROM THE SMOOTH INVENTORY DOCUMENT TO THE "ON HAND" COLUMN OF THE SUBSISTENCE LEDGER.
3. POST AS AN INVENTORY ADJUSTMENT IN THE "ISSUED" COLUMN THE DIFFERENCE BETWEEN THE INVENTORY FIGURE AND THE PREVIOUS FIGURE IN THE "ON HAND" COLUMN. THE INVENTORY ADJUSTMENT (PLUS OR MINUS) REPRESENTS THE DIFFERENCE BETWEEN WHAT WAS THOUGHT TO BE IN THE STOREROOM AND WHAT WAS ACTUALLY THERE. BY POSTING THE FIGURE TO THE "ISSUED" COLUMN, THE DIFFERENCE WILL EITHER BE ADDED (+) TO OR SUBTRACTED (-) FROM THE "CUM TOTAL" EXPENDITURES TO THE GENERAL MESS.
4. AFTER THE INVENTORY ADJUSTMENT FIGURE HAS BEEN POSTED TO THE "CUM TOTAL" COLUMN, WHICH REPRESENTS THE TOTAL QUANTITY OF ITEMS ISSUED TO THE GENERAL MESS DURING THE QUARTER, POST THE "CUM TOTAL" FIGURE TO NAVSUP FORM 1059 QUARTERLY RECAP.
STEP 2
STEP 4
STEP 3
NOTE BEFORE TURNING TO THE NEXT LEDGER PAGE FOR CLOSEOUT, RECORD THE LAST RECEIPT UNIT PRICE OF THE ITEM IN QUESTION IN THE "UNIT PRICE" COLUMN OF NAVSUP FORM 1059 INVENTORY DOCUMENT. WHEN ALL SUBSISTENCE LEDGER PAGES HAVE BEEN CLOSED OUT, THE INVENTORY DOCUMENT WILL BE READY FOR EXTENSION.

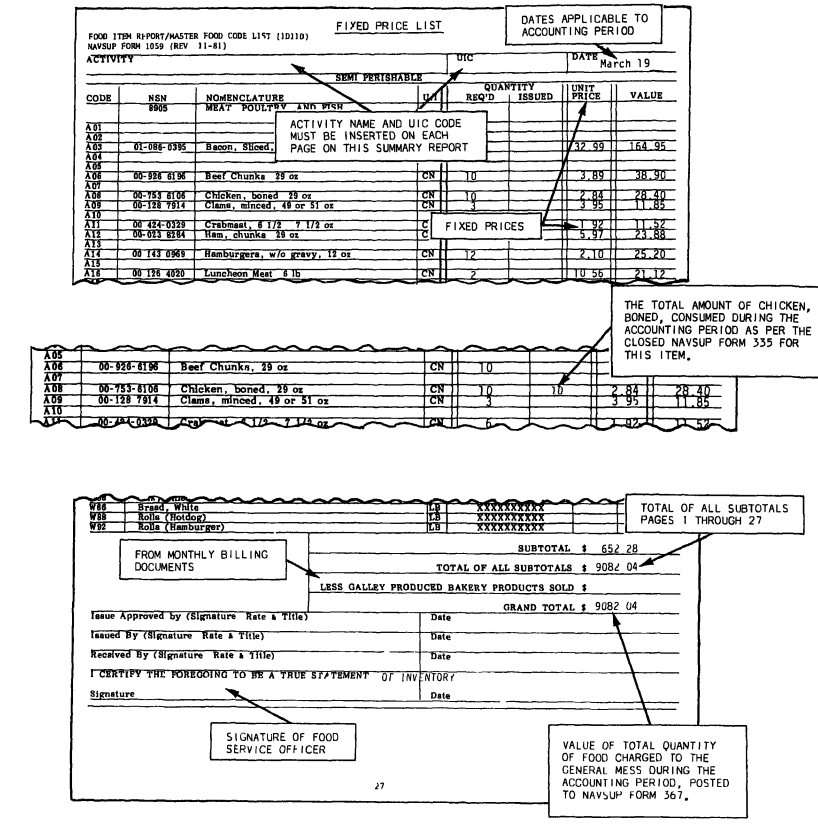
90.68

Figure 6-2 —Closing out the Subsistence Ledger (NAVSUP Form 335) and inventory adjustment.

as a minus entry on the summary of issues to the general mess. The summary NAVSUP Form 1059 is priced and extended using the current fixed prices or last receipt unit price (when a fixed price is not established), and the total value of issues to the general mess is computed. Afloat, the value of galley-produced bakery products sold is inserted opposite the appropriate caption on page 19 of the NAVSUP Form 1059 and deducted from the total issues to the general mess. Figure 6-3 illustrates the summary of issues to the general mess.

CLOSING AND REOPENING THE SUBSISTENCE LEDGER

When you are closing the Subsistence Ledger, draw a double line on each NAVSUP Form 335


FIXED PRICE LIST
DATES APPLICABLE TO ACCOUNTING PERIOD
FOOD ITEM REPORT/MASTER FOOD CODE LIST (DD110)
NAVSUP FORM 1059 (REV 11-81)
ACTIVITY
UIC
DATE March 19
SEMI PERISHABLE
CODE
NSN
NOMENCLATURE
MEAT POULTRY AND FISH
U/I
QUANTITY REQ'D
QUANTITY ISSUED
UNIT PRICE
VALUE
ACTIVITY NAME AND UIC CODE MUST BE INSERTED ON EACH PAGE ON THIS SUMMARY REPORT
A01
A02
A03 01-086-0395 Bacon, Sliced, LB 32 99 164 95
A04
A05
A06 00-926 6196 Beef Chunks 29 oz CN 10 3.89 38.90
A07
A08 00-753 8108 Chicken, boned 29 oz CN 10 2.84 28 40
A09 00-128 7914 Clams, minced, 49 or 51 oz CN 3 3 95 11.85
A10
A11 00 424-0329 Crabmeat, 6 1/2 7 1/2 oz C 1 92 11.52
A12 00-023 8184 Ham, chunks 29 oz C 5.97 23.88
A13
A14 00 143 0969 Hamburgers, w/o gravy, 12 oz CN 12 2.10 25.20
A15
A16 00 126 4020 Luncheon Meat 6 lb CN 2 10 56 21.12
FIXED PRICES
THE TOTAL AMOUNT OF CHICKEN, BONED, CONSUMED DURING THE ACCOUNTING PERIOD AS PER THE CLOSED NAVSUP FORM 335 FOR THIS ITEM.
A05
A06 00-926-6196 Beef Chunks, 29 oz CN 10
A07
A08 00-753-8108 Chicken, boned, 29 oz CN 10 10 2 84 28 40
A09 00-128 7914 Clams, minced, 49 or 51 oz CN 3 3 95 11.85
A10
A11 00-424-0329 Crabmeat, 6 1/2 7 1/2 oz CN 6 1 92 11 52
W88 Bread, White LB XXXXXXXXX
W88 Rolls (Hotdog) LB XXXXXXXXX
W92 Rolls (Hamburger) LB XXXXXXXXX
TOTAL OF ALL SUBTOTALS PAGES 1 THROUGH 27
FROM MONTHLY BILLING DOCUMENTS
SUBTOTAL $ 652 28
TOTAL OF ALL SUBTOTALS $ 9082 04
LESS GALLEY PRODUCED BAKERY PRODUCTS SOLD $
GRAND TOTAL $ 9082 04
Issue Approved by (Signature Rate & Title) Date
Issued By (Signature Rate & Title) Date
Received By (Signature Rate & Title) Date
I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF INVENTORY
Signature Date
SIGNATURE OF FOOD SERVICE OFFICER
27
VALUE OF TOTAL QUANTITY OF FOOD CHARGED TO THE GENERAL MESS DURING THE ACCOUNTING PERIOD, POSTED TO NAVSUP FORM 367.

DETERMINING THE TOTAL VALUE OF ISSUES CHARGEABLE TO THE GENERAL MESS

1. AFTER CLOSING OUT EACH NAVSUP FORM 335, TRANSCRIBE THE TOTAL ISSUES FROM THE "CUM TOTAL" COLUMN OF EACH NAVSUP FROM 335 TO NAVSUP FORM 1059.
2. PRICE (AT THE FIXED PRICE), EXTEND AND TOTAL THE NAVSUP FORM 1059.
3. ADD ALL THE SUBTOTALS ON NAVSUP FORM 1059 (PAGES 1 THROUGH 27), AND POST ON "TOTALS OF ALL SUBTOTALS" LINE ON THE NAVSUP FORM 1059 (PAGE 27)
4. AFTER THE VALUE OF GALLEY-PRODUCED BAKERY PRODUCTS SOLD HAS BEEN CREDITED TO THE NAVSUP FORM 1059 (PAGE 27), ENTER NET TOTAL ON "GRAND TOTAL" LINE OF THE NAVSUP FORM 1059.
5. POST THE "GRAND TOTAL" OF THE NAVSUP FORM 1059 (PAGE 27) TO THE EXPENDITURES SIDE OF THE NAVSUP FORM 367 AS THE QUARTER'S ISSUES TO THE ENLISTED DINING FACILITY.

90.99

Figure 6-3.—Summary of issues to the general mess.

below the total issues to the general mess to indicate that the record is closed. The inventory quantities which appear as the last entry in the ON HAND column are then posted just below the double line as the first entry for the following accounting period as the BALANCE BROUGHT FORWARD. (Refer to fig. 6-2.)

CLOSING OUT THE RECORD OF RECEIPTS AND EXPENDITURES

The Record of Receipts and Expenditures (NAVSUP Form 367) is a money value only record. Transactions are recorded on the receipts side in Date, SOURCE, DOCUMENT NUMBER, AND VALUE columns. Columns on the expenditure side are Date, ACTIVITY/PURPOSE, DOCUMENT NUMBER, and VALUE. The receipts and the expenditures should be equal when the 367 is closed out. Post inventory and price adjustment figures to the VALUE column of the expenditures side at the end of the accounting period.

Figure 6-4 illustrates the closing out of the Record of Receipts and Expenditures by

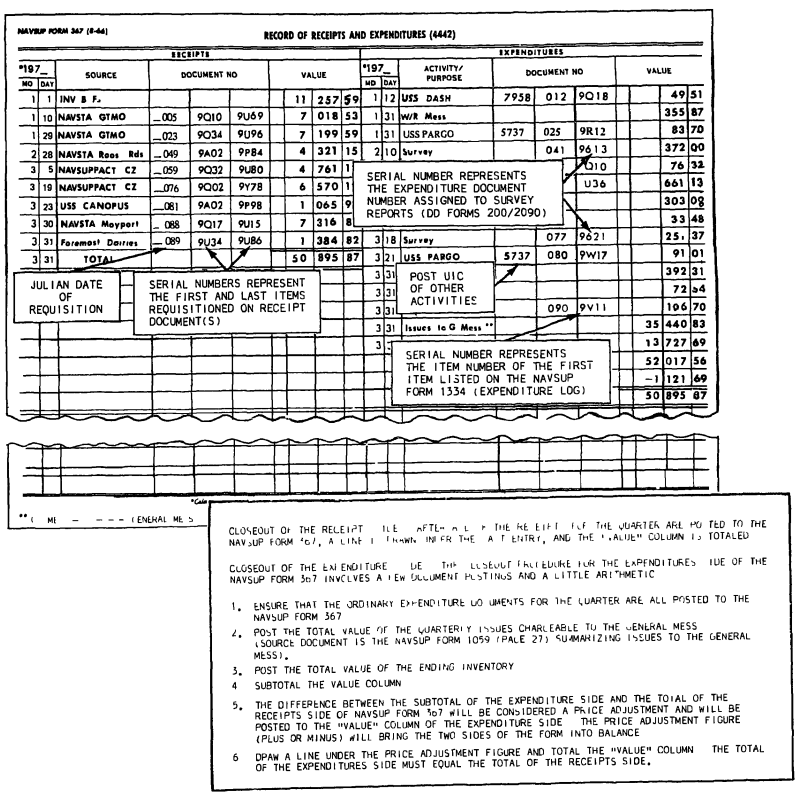

NAVSUP FORM 367 (8-66)
RECORD OF RECEIPTS AND EXPENDITURES (4442)
RECEIPTS
EXPENDITURES
SOURCE
DOCUMENT NO
VALUE
ACTIVITY/ PURPOSE
SERIAL NUMBER REPRESENTS THE EXPENDITURE DOCUMENT NUMBER ASSIGNED TO SURVEY REPORTS (DD FORMS 200/2090)
JULIAN DATE OF REQUISITION
SERIAL NUMBERS REPRESENT THE FIRST AND LAST ITEMS REQUISITIONED ON RECEIPT DOCUMENT(S)
POST UIC OF OTHER ACTIVITIES
SERIAL NUMBER REPRESENTS THE ITEM NUMBER OF THE FIRST ITEM LISTED ON THE NAVSUP FORM 1334 (EXPENDITURE LOG)
CLOSEOUT OF THE RECEIPT SIDE AFTER ALL OF THE RECEIPTS FOR THE QUARTER ARE POSTED TO THE NAVSUP FORM 367, A LINE IS DRAWN UNDER THE LAST ENTRY, AND THE "VALUE" COLUMN IS TOTALED
CLOSEOUT OF THE EXPENDITURE SIDE OF THE CLOSEOUT PROCEDURE FOR THE EXPENDITURES SIDE OF THE NAVSUP FORM 367 INVOLVES A FEW DOCUMENT POSTINGS AND A LITTLE ARITHMETIC
1. ENSURE THAT THE ORDINARY EXPENDITURE DOCUMENTS FOR THE QUARTER ARE ALL POSTED TO THE NAVSUP FORM 367
2. POST THE TOTAL VALUE OF THE QUARTERLY ISSUES CHARGEABLE TO THE GENERAL MESS (SOURCE DOCUMENT IS THE NAVSUP FORM 1059 (PAGE 27) SUMMARIZING ISSUES TO THE GENERAL MESS).
3. POST THE TOTAL VALUE OF THE ENDING INVENTORY
4. SUBTOTAL THE VALUE COLUMN
5. THE DIFFERENCE BETWEEN THE SUBTOTAL OF THE EXPENDITURE SIDE AND THE TOTAL OF THE RECEIPTS SIDE OF NAVSUP FORM 367 WILL BE CONSIDERED A PRICE ADJUSTMENT AND WILL BE POSTED TO THE "VALUE" COLUMN OF THE EXPENDITURE SIDE. THE PRICE ADJUSTMENT FIGURE (PLUS OR MINUS) WILL BRING THE TWO SIDES OF THE FORM INTO BALANCE
6. DRAW A LINE UNDER THE PRICE ADJUSTMENT FIGURE AND TOTAL THE "VALUE" COLUMN. THE TOTAL OF THE EXPENDITURES SIDE MUST EQUAL THE TOTAL OF THE RECEIPTS SIDE.
90.70

Figure 6-4.—Closing out the Record of Receipts and Expenditures (NAVSUP Form 367) by ships and activities operating under end-use accounting.

ships and activities operating under the end-use accounting.

TRANSFERS

The document number for transfers will consist of the unit identification code (UIC) of the activity the items were expended to in column 1, the Julian date of the transfer document in column 2, and 9 plus the food-item code of the first line item on the transfer document in column 3.

Surveys

The document number for each survey will consist of the expenditure number assigned to the survey document, posted in columns 2 and 3. Column 1 will be left blank. Loss without survey document number will be the Julian date of the last day of the reporting period in column 2, and 9 plus the food-item code of the first line item on the NAVSUP Form 1334. The first column will be blank.

Document Number

No document number will be posted for the following transactions:

1. Sales to private messes
2. Issues to the general mess
3. Special meals
4. Inventory
5 Price adjustment

Special Meals

The total value of food items used in the preparation of special meals is posted monthly to the EXPENDITURES side of the Record of Receipts and Expenditures (NAVSUP Form 367) from the Special Meals Report (NAVSUP Form 1340).

Survey and Loss Without Survey

As each survey expenditure occurs, the value is recorded on an Expenditure Log (Loss Without Survey) (NAVSUP Form 1334). It should also be posted to the OTHER column of the Subsistence Ledger (NAVSUP Form 335) and the balance on hand reduced accordingly The total value of food items expended without the survey is summarized and posted to the NAVSUP Form 367 at the end of the accounting period.

Issues to the General Mess

The total value of issues to the general mess is posted to the NAVSUP Form 367 from the summary of issues report (NAVSUP Form 1059).

Price Adjustments

After you have posted all receipts and expenditures, the value of receipts and the value of expenditures are totaled. The difference, if any, is considered a price adjustment and is posted to the VALUE column on the EXPENDITURES side of the NAVSUP Form 367 as a plus or minus to balance receipts and expenditures. If the total value of EXPENDITURES is larger than the total value of RECEIPTS, the difference is posted as a minus PRICE ADJUSTMENT. While the price adjustment is the difference between the receipt unit prices and fixed unit prices of issues to the general mess, the price adjustment may also include errors in posting the values of receipts, expenditures, and inventories. Therefore, be careful when you are posting receipt and expenditure transactions and taking inventories; you should use correct unit prices to prevent excessive price adjustments. If the value of your price adjustments exceeds 10% of the value of stores consumed, you must make a review to determine the cause. Review high-cost items and high-usage items first to ascertain the accuracy of receipt and expenditure transactions, pricing, and inventory. Errors in one of these items could affect the price adjustment substantially. Report the results of the review in an explanatory note on the reverse side of the General Mess Operating Statement (NAVSUP Form 1358). If the review does not result in the price adjustment being reduced to less than 10% of the value of stores consumed, attach a memorandum listing the items causing the high adjustment Also, include the fixed price and the last receipt price of these items

Posting Unit Identification Code Numbers

Only the unit identification code (UIC) numbers from documents originating at another activity are posted to the NAVSUP Form 367. The UIC numbers are not entered under RECEIPTS, instead, they are posted under EXPENDITURES, as shown in figure 6-4.

PREPARATION AND RENDITION OF GENERAL MESS RETURNS

The preparation and rendition of the general mess returns serve the following purposes.

- To establish property accountability
- As a basis for the analysis, segregation, and presentation of appropriation and cost accounting charges

- To present vouchers substantiating entries in the accounts of food service officers for review by the Navy Department, General Accounting Office, and for annual supply material inspections

- To ensure compliance with government budgetary control

- To facilitate the compilation of statistics for logistic planning in the various offices, commands, or bureaus

- To furnish the statistics and information necessary for ration control

Returns are prepared for periods during which the general mess is closed if receipts and expenditure transactions occur.

GENERAL MESS ACCOUNTING SYSTEMS

Afloat, ships use end-use accounting for general mess operations

Ashore, activities may account for receipts and expenditures of items under the appropriation, Military Personnel, Navy, in lieu of the Navy Stock Account, upon approval of the Navy Food Service Systems Office and when the following conditions exist:

- Food items are received and stocked primarily for consumption by the reporting activity.

- Slight or no subsistence support is rendered by the general mess

- General mess inventory does not exceed $10,000

- Navy Stock Account returns are not rendered on other Navy Stock Account material.

Under the appropriation MPN, the General Mess Operating Statement (NAVSUP Form 1358) is submitted in lieu of the Financial Inventory Report (NAVCOMPT Form 2154) to account for receipts and expenditures. The original and a copy of NAVSUP Form 1358 are submitted to the Navy Food Service Systems Office

When Navy Stock Account stocks and general mess stocks cannot be physically segregated because of inadequate storage facilities, or when the food service officer is also the material division officer, authority may be requested from the Navy Fleet Material Support Office to assign custody of Navy Stock Account stocks to the food service officer Authority normally will be granted only to an activity carrying stocks of food items for consumption by its own general mess. If approval is obtained, entire stocks of food items will be considered as general mess issue room stocks and should be accounted for.

SUBMISSION OF RETURNS

A General Mess Operating Statement (NAVSUP Form 1358), original and one copy, with the substantiating documents are submitted by the food service officer as follows:

- Within 10 days following the end of each regular accounting period

- Within 15 days following the end of an accounting period with overissue

- Within 10 days after the return of one period is merged with that of a previous or subsequent period

The NAVSUP Form 1358 for general mess returns for FBM submarines is rendered for the period the general mess is administered by each crew (blue or gold), as during a patrol, without regard to fiscal quarter or fiscal year. An alphabetic suffix B or G will be added to the UIC to indicate a blue or a gold crew; i.e., the SSBN 598 will render subsistence returns under unit identification codes 5106 (B) and 5105(G), as applicable.

Relief of the Accountable Food Service Officer

Upon relief, an inventory is taken by both the relieved and relieving officers, and the stock records are balanced but not closed out A copy of the relieving inventory is forwarded to the Navy Food Service Systems Office immediately after completion The accounts receivable of the relieved officer are transferred to the relieving officer The relieving officer receipts for the monetary value of the inventory and submits returns at the end of the regular quarterly accounting period If the relieving officer is not satisfied that accountability is within prescribed limits, the commanding officer may direct that the officer being relieved close the records and submit a return for the period of accountability, i.e , a fractional period of the regular quarterly accounting period The relieving officer then renders a return for the remainder of the accounting period. This is the only situation when a fractional return is required upon relief of an accountable food service officer.

Delay and Delinquency

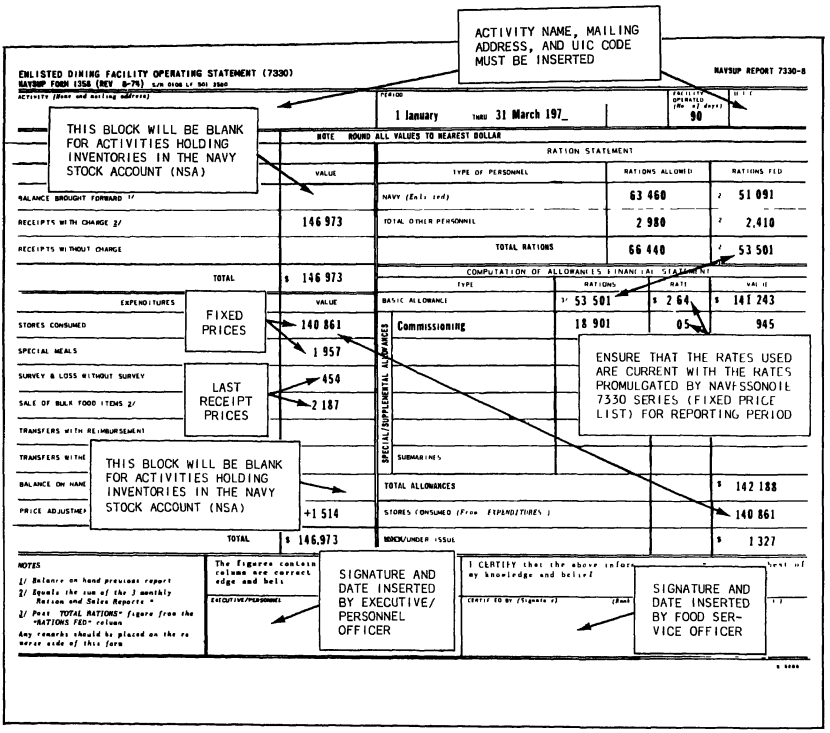
When returns cannot be submitted on or before the date they are required to be submitted, a letter from the commanding officer explaining the reason for the delay and the anticipated mailing date is forwarded to the Navy Food Service Systems Office in time to reach the Navy Food Service Systems Office before the normal submission date. Copies of the letter are forwarded to the administration/area/type commander via the military chain of command.

Merged Returns

General messes may merge returns of one accounting period for 31 days or less with the prior or following period to minimize the administrative effort involved with return preparation. For example, a ship or activity being deactivated or decommissioned on 15 January may merge that period with the return rendered for 1 October through 31 December. Merged returns must be approved in writing by the commanding officer, and notification is furnished as soon as possible to the Navy Food Service Systems Office.

Final Returns

When, because of deactivation or decommissioning, returns are no longer required, the final NAVSUP Form 1358 is annotated appropriately



90.71

Figure 6-5.—Preparation of NAVSUP Form 1358 for general messes ashore when the food service officer is assigned custody of NSA stocks.

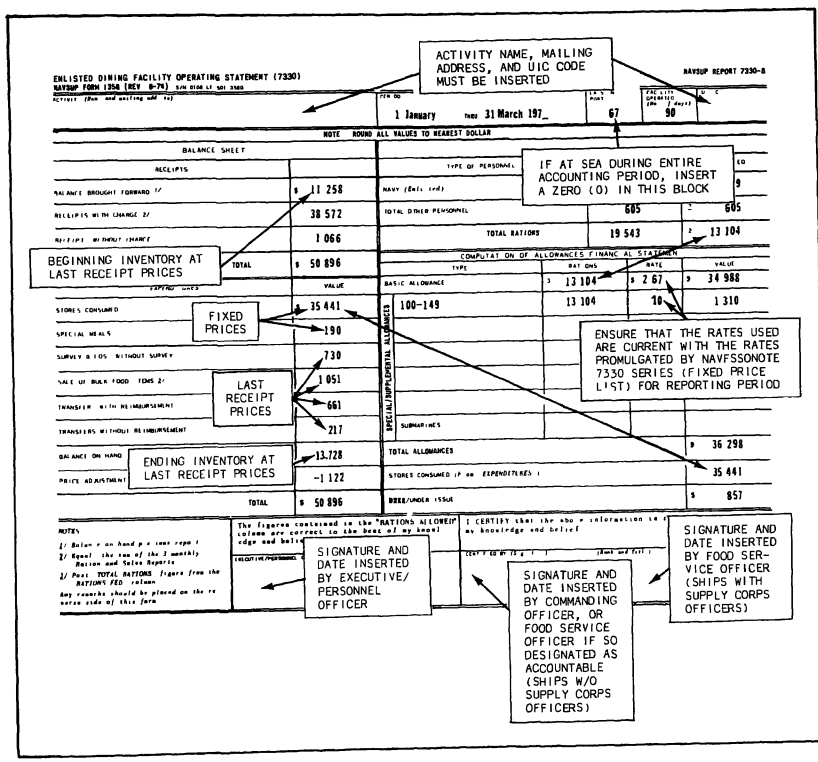
"Final Returns" in red in the body of the BALANCE SHEET section. The BALANCE ON HAND entry on the NAVSUP Form 1358 should be blank. Stock balances transferred are included in entries opposite the captions TRANSFERS WITH REIMBURSEMENT or TRANSFERS WITHOUT REIMBURSEMENT, as appropriate, and substantiated by copies of the transfer documents.

Combined Returns

When a combined NAVSUP Form 1358 is rendered for a group of ships with 25 or fewer persons on board, each operating a separate general mess, and for two or more general messes ashore, a separate monetary ration allowance is taken for each mess. The value is computed individually for each general mess on the reverse of the NAVSUP Form 1358. The VALUES are totaled and posted to the TOTAL ALLOWANCE block on the front of the NAVSUP Form 1358. The COMPUTATION OF ALLOWANCE/FINANCIAL STATEMENT section is conspicuously annotated "See Reserve."

PREPARATION OF GENERAL MESS OPERATING STATEMENT

The General Mess Operating Statement (NAVSUP Form 1358) is the principal quarterly food service report, and it is submitted at the end of each quarterly accounting period. (See figs. 6-5 and 6-6.) Aboard FBM submarines, the NAVSUP


ACTIVITY NAME, MAILING ADDRESS, AND UIC CODE MUST BE INSERTED
ENLISTED DINING FACILITY OPERATING STATEMENT (7330)
NAVSUP REPORT 7330-8
1 January thru 31 March 197_
67
90
NOTE ROUND ALL VALUES TO NEAREST DOLLAR
BALANCE SHEET
RECEIPTS
IF AT SEA DURING ENTIRE ACCOUNTING PERIOD, INSERT A ZERO (0) IN THIS BLOCK
BEGINNING INVENTORY AT LAST RECEIPT PRICES
FIXED PRICES
LAST RECEIPT PRICES
ENDING INVENTORY AT LAST RECEIPT PRICES
ENSURE THAT THE RATES USED ARE CURRENT WITH THE RATES PROMULGATED BY NAVFSSONOTE 7330 SERIES (FIXED PRICE LIST) FOR REPORTING PERIOD
SIGNATURE AND DATE INSERTED BY EXECUTIVE/ PERSONNEL OFFICER
SIGNATURE AND DATE INSERTED BY COMMANDING OFFICER, OR FOOD SERVICE OFFICER IF SO DESIGNATED AS ACCOUNTABLE (SHIPS W/O SUPPLY CORPS OFFICERS)
SIGNATURE AND DATE INSERTED BY FOOD SERVICE OFFICER (SHIPS WITH SUPPLY CORPS OFFICERS)

90.72

Figure 6-6.—Preparation of NAVSUP Form 1358 for afloat and activities operating under end-use accounting.

Form 1358 is prepared and submitted for the period (patrol) that the mess is administered by each crew (blue and gold). NAVSUP Form 1358 is prepared in an original and two copies. The original and one copy are forwarded to Navy Food Service Systems Office by the 10th day following the end of the accounting period, and one copy is retained by the food service officer. The Record of Receipts and Expenditures (NAVSUP Form 367) must be used in the preparation of the NAVSUP Form 1358. All monetary values are rounded to the nearest dollar with the exception of rates used for computation of allowances.

In the heading of NAVSUP Form 1358, you should fill in the activity name and mailing address, the period the mess was operated during the accounting period, and the UIC (without alphabetic prefix).

The NAVSUP Form 1358 consists of the following sections: BALANCE SHEET (receipts and expenditures), RATION STATEMENT, and COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT. These sections are discussed in the following paragraphs.

Balance Sheet Section

The BALANCE SHEET section consists of receipts and expenditures

RECEIPTS.—Receipts include the balance brought forward, receipts with charge, and receipts without charge.

Balance Brought Forward.—Balance brought forward is the total money value of the inventory at the beginning of the accounting period. It will agree with the BALANCE ON HAND caption on the NAVSUP Form 1358 submitted for the previous period and the opening inventory on the RECEIPTS side of the NAVSUP Form 367 rounded to the nearest whole dollar. Activities holding bulk stocks in the Navy Stock Account are not to use this caption. FBM submarines will report the value of food items transferred between the blue and gold crews under this caption, supported by a Requisition and Invoice/Shipping Document (DD Form 1149) indicating the money value only. (See fig. 6-7.)

Receipts With Charge.—The total value of receipts from local purchase Navy stock points (NSC, NSD, NAS, NSY, etc.); Store Ships (AFS, AF, AOE, AOR); and other government agencies (Army, Air Force, DPSC, Coast Guard, etc.) are reported opposite the RECEIPTS WITH CHARGE caption. This figure should equal the amount reported on the three monthly Ration and Sales Reports (NAVSUP Form 1357).

Receipts Without Charge.—The total value of all transfers from one Navy general mess to another and all receipts from nonstores ships (e.g., ASs or ADs) are reported opposite the RECEIPTS WITHOUT CHARGE caption.

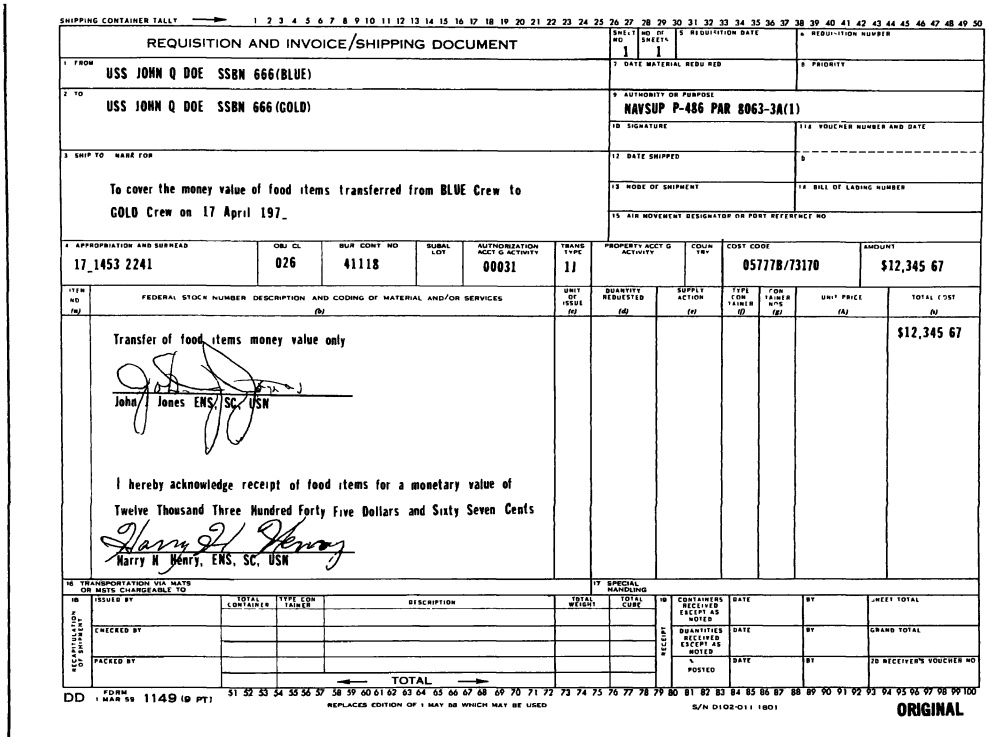
Total.—The total of the BALANCE BROUGHT FORWARD, RECEIPTS WITH CHARGE, and RECEIPTS WITHOUT CHARGE are reported opposite the TOTAL caption. It should agree with the final total of the RECEIPTS section on NAVSUP Form 367 as modified by rounding each caption entry to the nearest dollar.

EXPENDITURES.—The stores consumed, special meals, survey and loss without survey, sale of bulk food items, transfers with or without reimbursement, balance on hand, and price adjustment are posted to the EXPENDITURES section of NAVSUP Form 1358.

Stores Consumed.—The total value, at fixed prices (or last receipt price when there is no fixed price), of food items consumed in the general mess is reported opposite the STORE CONSUMED caption. The entry is posted from the summary of issues to the general mess at the end of the accounting period. It should agree with issues to the GM (general mess) entry on the NAVSUP Form 367 rounded to the nearest dollar and should not include the value of galley-produced bakery products sold.

Special Meals.—The value, at fixed prices (or last receipt price when there is no fixed price), of food items used in flight and boat meals is reported opposite the SPECIAL MEALS caption It should agree with entries in the EXPENDITURES section of NAVSUP Form 367 rounded to the nearest dollar. This figure also should agree with the total amount reported on the three monthly Special Meal Reports (NAVSUP Form 1340).

Survey and Loss Without Survey.—Total losses, at last receipt prices, are reported opposite the SURVEY AND LOSS WITHOUT SURVEY caption and are posted from the EXPENDITURES section of NAVSUP Form 367. This entry should agree with the total value of Survey



SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

SHEET NO 1 | NO OF SHEETS 1 | 5 REQUISITION DATE | 6 REQUISITION NUMBER

1 FROM: USS JOHN Q DOE SSBN 666(BLUE)

7 DATE MATERIAL REQUIRED | 8 PRIORITY

2 TO: USS JOHN Q DOE SSBN 666(GOLD)

9 AUTHORITY OR PURPOSE: NAVSUP P-486 PAR 8063-3A(1)

10 SIGNATURE | 11A VOUCHER NUMBER AND DATE

3 SHIP TO MARK FOR: To cover the money value of food items transferred from BLUE Crew to GOLD Crew on 17 April 197_

12 DATE SHIPPED | B

13 MODE OF SHIPMENT | 14 BILL OF LADING NUMBER

15 AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO

4 APPROPRIATION AND SUBHEAD	OBJ CL	BUR CONT NO	SUBAL LOT	AUTHORIZATION ACCT G ACTIVITY	TRANS TYPE	PROPERTY ACCT G ACTIVITY	COUNTRY	COST CODE	AMOUNT
17_1453 2241	026	41118		00031	1J			05777B/73170	$12,345 67

ITEM NO (a)	FEDERAL STOCK NUMBER DESCRIPTION AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON TAINER (f)	CON TAINER NOS (g)	UNIT PRICE (h)	TOTAL COST (i)
	Transfer of food items money value only John J Jones ENS, SC, USN							$12,345 67

I hereby acknowledge receipt of food items for a monetary value of

Twelve Thousand Three Hundred Forty Five Dollars and Sixty Seven Cents

Harry N Henry, ENS, SC, USN

16 TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO | 17 SPECIAL HANDLING

RECAPITULATION OF SHIPMENT

18	ISSUED BY	TOTAL CONTAINER	TYPE CON TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
	CHECKED BY					
	PACKED BY					
				TOTAL		

19 RECEIPT

CONTAINERS RECEIVED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL
QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL
POSTED	DATE	BY	20 RECEIVER'S VOUCHER NO

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

DD FORM 1 MAR 59 1149 (9 PT) REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102-011 1801

ORIGINAL

90.73

Figure 6-7.—Requisition and Invoice/Shipping Document (DD Form 1149).

Form 1358 is prepared and submitted for the period (patrol) that the mess is administered by each crew (blue and gold). NAVSUP Form 1358 is prepared in an original and two copies. The original and one copy are forwarded to Navy Food Service Systems Office by the 10th day following the end of the accounting period, and one copy is retained by the food service officer. The Record of Receipts and Expenditures (NAVSUP Form 367) must be used in the preparation of the NAVSUP Form 1358. All monetary values are rounded to the nearest dollar with the exception of rates used for computation of allowances.

In the heading of NAVSUP Form 1358, you should fill in the activity name and mailing address, the period the mess was operated during the accounting period, and the UIC (without alphabetic prefix).

The NAVSUP Form 1358 consists of the following sections: BALANCE SHEET (receipts and expenditures), RATION STATEMENT, and COMPUTATION OF ALLOWANCES/FINANCIAL STATEMENT. These sections are discussed in the following paragraphs.

Balance Sheet Section

The BALANCE SHEET section consists of receipts and expenditures.

RECEIPTS.—Receipts include the balance brought forward, receipts with charge, and receipts without charge.

Balance Brought Forward.—Balance brought forward is the total money value of the inventory at the beginning of the accounting period It will agree with the BALANCE ON HAND caption on the NAVSUP Form 1358 submitted for the previous period and the opening inventory on the RECEIPTS side of the NAVSUP Form 367 rounded to the nearest whole dollar. Activities holding bulk stocks in the Navy Stock Account are not to use this caption. FBM submarines will report the value of food items transferred between the blue and gold crews under this caption, supported by a Requisition and Invoice/Shipping Document (DD Form 1149) indicating the money value only. (See fig. 6-7.)

Receipts With Charge.—The total value of receipts from local purchase Navy stock points (NSC, NSD, NAS, NSY, etc.); Store Ships (AFS, AF, AOE, AOR); and other government agencies (Army, Air Force, DPSC, Coast Guard, etc.) are reported opposite the RECEIPTS WITH CHARGE caption. This figure should equal the amount reported on the three monthly Ration and Sales Reports (NAVSUP Form 1357).

Receipts Without Charge.—The total value of all transfers from one Navy general mess to another and all receipts from nonstores ships (e.g., ASs or ADs) are reported opposite the RECEIPTS WITHOUT CHARGE caption.

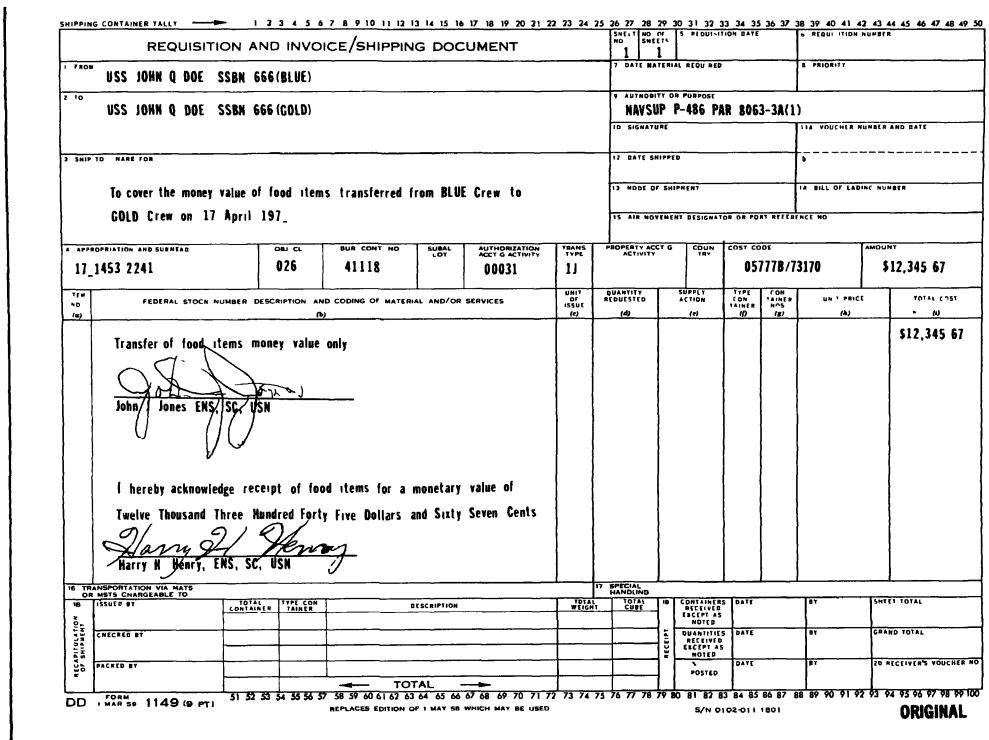
Total.—The total of the BALANCE BROUGHT FORWARD, RECEIPTS WITH CHARGE, and RECEIPTS WITHOUT CHARGE are reported opposite the TOTAL caption. It should agree with the final total of the RECEIPTS section on NAVSUP Form 367 as modified by rounding each caption entry to the nearest dollar.

EXPENDITURES.—The stores consumed, special meals, survey and loss without survey, sale of bulk food items, transfers with or without reimbursement, balance on hand, and price adjustment are posted to the EXPENDITURES section of NAVSUP Form 1358.

Stores Consumed.—The total value, at fixed prices (or last receipt price when there is no fixed price), of food items consumed in the general mess is reported opposite the STORE CONSUMED caption. The entry is posted from the summary of issues to the general mess at the end of the accounting period It should agree with issues to the GM (general mess) entry on the NAVSUP Form 367 rounded to the nearest dollar and should not include the value of galley-produced bakery products sold

Special Meals.—The value, at fixed prices (or last receipt price when there is no fixed price), of food items used in flight and boat meals is reported opposite the SPECIAL MEALS caption It should agree with entries in the EXPENDITURES section of NAVSUP Form 367 rounded to the nearest dollar This figure also should agree with the total amount reported on the three monthly Special Meal Reports (NAVSUP Form 1340).

Survey and Loss Without Survey.—Total losses, at last receipt prices, are reported opposite the SURVEY AND LOSS WITHOUT SURVEY caption and are posted from the EXPENDITURES section of NAVSUP Form 367. This entry should agree with the total value of Survey



SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

SHEET NO 1 | NO OF SHEETS 1 | 5 REQUISITION DATE | 6 REQUISITION NUMBER

1 FROM: USS JOHN Q DOE SSBN 666(BLUE)

7 DATE MATERIAL REQUIRED | 8 PRIORITY

2 TO: USS JOHN Q DOE SSBN 666(GOLD)

9 AUTHORITY OR PURPOSE: NAVSUP P-486 PAR 8063-3A(1)

10 SIGNATURE | 11a VOUCHER NUMBER AND DATE

3 SHIP TO MARK FOR

To cover the money value of food items transferred from BLUE Crew to GOLD Crew on 17 April 197_

12 DATE SHIPPED | b

13 MODE OF SHIPMENT | 14 BILL OF LADING NUMBER

15 AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO

4 APPROPRIATION AND SUBHEAD	OBJ CL	BUR CONT NO	SUBAL LOY	AUTHORIZATION ACCT & ACTIVITY	TRANS TYPE	PROPERTY ACCT & ACTIVITY	COUN TRY	COST CODE	AMOUNT
17_1453 2241	026	41118		00031	1J			05777B/73170	$12,345 67

ITEM NO (a)	FEDERAL STOCK NUMBER DESCRIPTION AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS (g)	UNIT PRICE (h)	TOTAL COST (i)
	Transfer of food items money value only John Jones ENS, SC, USN I hereby acknowledge receipt of food items for a monetary value of Twelve Thousand Three Hundred Forty Five Dollars and Sixty Seven Cents Harry N Henry, ENS, SC, USN							$12,345 67

16 TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO

17 SPECIAL HANDLING

RECAPITULATION OF SHIPMENT	TOTAL CONTAINER	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
18 ISSUED BY					
CHECKED BY					
PACKED BY			TOTAL		

19 RECEIPT		DATE	BY	SHEET TOTAL
	CONTAINERS RECEIVED EXCEPT AS NOTED			
	QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL
	POSTED	DATE	BY	20 RECEIVER'S VOUCHER NO

DD FORM 1 MAR 59 1149 (9 PT) 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED | S/N 0102-011 1801 | ORIGINAL

90.73

Figure 6-7.—Requisition and Invoice/Shipping Document (DD Form 1149).

Documents and Expenditure Log (Loss Without Survey) (NAVSUP Form 1334) submitted with returns except for rounding to the nearest dollar.

Sale of Bulk Food Items.—The value, at last receipt prices, of raw food items (not meals) sold from the general mess is reported opposite the SALE OF BULK FOOD ITEMS caption. This figure should equal the total value of line 2c on the three monthly Ration and Sales Reports (NAVSUP Form 1357).

Transfers With Reimbursement.—The value, at last receipt prices, of food items turned into stock points and ship's stores, transfers to other appropriations (Naval Reserve, etc.), transfers to nonappropriated activities (ship's store, etc.), transfers to other government agencies, and transfers to foreign governments are reported opposite the TRANSFERS WITH REIMBURSEMENT caption.

Transfers Without Reimbursement.—The value, at last receipt prices, of all transfers from one Navy general mess to another (i.e., destroyer to destroyer, carrier to destroyer, etc.) and the value of packaged operational rations (combat meals) are reported opposite the TRANSFERS WITHOUT REIMBURSEMENT caption Submarine tenders transfer to submarines and small craft at last receipt price.

Balance On Hand.—The total value, at last receipt prices, of the ending inventory is reported opposite the BALANCE ON HAND caption. (Navy Stock Account activities should not use this caption.) This value must agree with the INVENTORY entry on the EXPENDITURES section of NAVSUP Form 367 rounded to the nearest dollar.

Price Adjustment.—The value, plus or minus, required to make total expenditures equal to the total receipts is reported opposite the PRICE ADJUSTMENT caption. This value may not agree with the price adjustment caption on the NAVSUP Form 367 due to rounding to the nearest dollar.

Total.—The total of all the EXPENDITURES, STORES CONSUMED, SPECIAL MEALS, SURVEY AND LOSS WITHOUT SURVEY, SALE OF BULK FOOD ITEMS, TRANSFERS WITH REIMBURSEMENT, TRANSFERS WITHOUT REIMBURSEMENTS, BALANCE ON HAND, plus or minus PRICE ADJUSTMENT captions is reported opposite the TOTAL caption. It should agree with the final totals of the RECEIPTS and EXPENDITURES sections of NAVSUP Form 367 and with the TOTAL caption in the RECEIPTS section of the BALANCE SHEET as modified by rounding to the nearest dollar.

Ration Statement

Rations allowed data are obtained from the executive/personnel officer reports. Rations fed data are summarized from the three monthly NAVSUP 1357 Forms. Afloat activities during at sea periods (includes, regardless of hour, the day of leaving and the day of return to port) use the rations allowed figure as the rations fed. Rations fed should not exceed the rations allowed.

NAVY (ENLISTED).—Includes Navy regular personnel entitled to be fed and actually fed only.

TOTAL OTHER PERSONNEL.—All other personnel (including rations sold for cash) entitled to be fed and that were actually fed. When only cash sales are involved, the number of other personnel allowed will always be equal to the number of other rations fed.

TOTAL.—The total of NAVY (ENLISTED) and TOTAL OTHER PERSONNEL allowed and fed captions are reported opposite the TOTAL caption.

Computation of Allowances/Financial Statement

Enter the total number of rations fed from the RATION FED column on the TOTAL RATIONS line; enter the basic monetary rate (as issued by NAVFSSONOTE 7330) in the RATE column; and enter the product of rations times the rate in the VALUE column

SPECIAL/SUPPLEMENTAL ALLOWANCE.—Enter, as appropriate, for each type of special/supplemental allowance to which entitled, as described in NAVFSSONOTE 7330, the number of rations, rate, and value. After the SUBMARINE caption enter the number of rations, rate, and value of special allowances for submarines feeding a daily average of 149 rations or less as authorized by NAVFSSONOTE 7330.

TOTAL ALLOWANCES.—The total monetary value of BASIC and SPECIAL/SUPPLEMENTAL ALLOWANCES caption.

STORES CONSUMED.—The monetary value of the STORES CONSUMED caption in the EXPENDITURES section of the BALANCE SHEET will be posted opposite the STORES CONSUMED caption.

OVERISSUES AND UNDERISSUES.—The difference between STORES CONSUMED and TOTAL ALLOWANCES in the COMPUTATION OF ALLOWANCE/FINANCIAL STATEMENT section is reported opposite the caption OVER/UNDERISSUE. OVER or UNDER should be marked out as appropriate. When the TOTAL ALLOWANCES caption is greater than the STORES CONSUMED, an underissue exists. The underissue value should not be carried forward to succeeding accounting periods under any circumstances. If STORES CONSUMED is greater than TOTAL ALLOWANCES, an overissue exists. When a net overissue occurs at the end of the accounting period, the food service officer should determine the cause of the overissue and take immediate action to eliminate the cause. When an overissue of more than 1% of the total allowances occurs, a statement explaining the cause and outlining corrective measures initiated and a copy of the General Mess Control Record (NAVSUP Form 338) for the overissue period are attached to the return rendered to the Navy Food Service Systems Office, via the administrative/area/type commanders. Copies of the NAVSUP Form 1358 and NAVSUP Form 338, along with the statement of overissue, are forwarded directly to the Navy Food Service Systems Office. Commanding officers are encouraged to request assistance through the military chain of command or their area food management team to ensure compliance with good management practices Overissues may be carried forward to the succeeding accounting periods. The procedures for processing overissues that are 1% or less are handled as follows.

ACCOUNTING PROCEDURES.—When overissue has occurred in a prior quarter, the amount of the overissue, up to 1% of the TOTAL ALLOWANCES for that quarter, is entered as a write-in—"OVERISSUE CARRIED FORWARD FROM __ QUARTER FY__"—on the first available GM daily issue document in the succeeding quarter. The overissue is then included in that day's food cost and is reflected on the NAVSUP Form 338.

At the end of the quarter, the amount of overissue carried forward from the previous quarter is entered as a write-in—"OVERISSUE CARRIED FORWARD FROM __ QUARTER FY__"—on the last page of the Fixed Price List quarterly stores consumed statement provided by the NAVFSSONOTE 7330 for that quarter. The overissue carried forward amount is included in the stores consumed grand total value for the quarter which is then posted to the General Mess Operating Statement (NAVSUP Form 1358) in the two STORES CONSUMED captions.

POLICY.—General messes are allowed to accumulate an overissue in any of the first three fiscal quarters equal to 1% of TOTAL ALLOWANCES for the current quarter without being required to submit returns via the administrative/area/type commander.

Overissues in excess of 1% of TOTAL ALLOWANCES for the current quarter are submitted via the administrative/area/type commander, but the amount in excess of 1% is not carried forward to the next quarter.

In no case is an overissue authorized upon relief of the food service officer, during crew changes between FBM submarines, or in the fourth fiscal quarter returns

COMPUTATION EXAMPLE	Example 1	Example 2
1 TOTAL ALLOWANCES caption NAVSUP Form 1358—2d Qtr	$30,000	$30,000
2 Overissue from 1st Qtr	$ 200	$ 200
3 Stores consumed 2d Qtr	$30,050	$30,500
4 Adjusted stores consumed 2d Qtr	$30,250	$30,700
5 Overissue (1 − 4)	$ −250	$ −700
6 Overissue carried forward to 3d Qtr	$ 250	$ 300
% of 1 ($30,000)	0 8%[1]	1 0%[2]

[1]GM operating below 1% tolerance factor, therefore, returns submitted direct to NAVFSSO

[2]GM operating above 1% tolerance factor, therefore, returns submitted to NAVFSSO via the TYCOM with a letter of explanation (NOTE The amount in excess of 1% must not be carried forward to the next quarter Maximum overissue carried forward to next quarter equals 1% of total allowance)

The STORES CONSUMED value is then ›mpared with the TOTAL ALLOWANCES ıption for that quarter to determine if an ⁄erissue condition continues to exist and action itiated according to the policy stated above, if ›plicable. In no case is an overissue authorized the end of the fourth fiscal quarter.

SIGNATURES.—The executive/personnel ficer signs the applicable block certifying the tions allowed figures. The food service officer ıns and inserts the date after all segments of AVSUP Form 1358 have been completed.

SUBSTANTIATION OF SUBSISTENCE RETURNS

The original and one copy of the General Mess Operating Statement (NAVSUP Form 1358), with the substantiating documents, will be submitted to the Commanding Officer, Navy Food Service Systems Office, Washington, DC 20374, within 10 days following the end of each accounting period including merged periods. A set of returns will not be submitted to the Navy Finance Center, Cleveland.

Substantiating Documents

The original and a copy of NAVSUP Form 1358 will be supported by the substantiating documents listed in the following chart. All supporting documents will be legible. Any record or figure lacking complete legibility will be carefully inked in. Only the captions listed require submission of substantiating documents with the NAVSUP Form 1358.

NAVSUP Form 1358 caption	Substantiating document
BALANCE SHEET RECEIPTS	
RECEIPTS WITH/WITHOUT CHARGE	Record of Receipts and Expenditures (NAVSUP Form 367) (copy).
	Order for Supplies or Services/Request for Quotations (DD Form 1155) or other local forms used to place orders from commercial vendors, as applicable
	Summary of Material Receipts/Expenditures (NAVCOMPT Form 176) (original) (Navy Stock Account activities only).
	(Documents for receipts from Navy supply points and ship's store are not required.)
EXPENDITURES (all activities)	
STORES CONSUMED	Summary of issues to the general mess (original).
	Inventory quantity adjustment sheets (NAVSUP Form 1059 or 1282) (copies).
SURVEY AND LOSS WITHOUT SURVEY	Report of Survey (DD Form 200) (original).

EXPENDITURES (all activities)	
	Expenditure Log (Loss without Survey) (NAVSUP Form 1334) for losses of food items expended without survey (original).
	Copy of any Unsatisfactory Material Report (Subsistence) (DD Form 1608) or Suspected Hazardous Food Item message submitted during the quarter.
TRANSFERS WITH REIMBURSEMENT	Copy of the DD Form 1149 for each transfer action involving reimbursement.
BALANCE ON HAND	Inventory - Food-Item Report/Master Food Code List (NAVSUP Form 1059) submitted only upon relief of the food service officer (commanding officer of ships without Supply Corps officers) and when an overissue occurs.

Documents Received After Returns Are Submitted

Documents received after submission of the returns to which they relate and which do not require any adjustment will be forwarded with a letter of transmittal indicating the applicable accounting period and the name and UIC of the activity concerned.

If a corrected or adjusted receipt invoice is received after a return has been submitted, the difference between the amount previously reported and the corrected amount indicated on the adjusted invoice will be included opposite the applicable receipt caption on the current NAVSUP Form 1358 A copy of the corrected invoice will be submitted with the report in which adjustment is made.

Copy of Returns for Navy Supply Corps School

Approximately 2 weeks before graduation, officer students at the Navy Supply Corps School, Athens, Georgia, receive their orders to duty in the fleet. During the last 2 weeks of the course, study is concentrated on the specific assignment to which they have been ordered. To provide up-to-date information with which to conduct this training, commands with Supply Corps officer personnel will forward via mail to the Commanding Officer, Navy Supply Corps School, Athens, Georgia 30606, a copy of the NAVSUP Form 1358, for the accounting period ending 30 September.

RETENTION OF RECORDS AND DOCUMENTS

The food service officer will maintain files of accounting records and substantiating documents required for audit of subsistence, supply, and general mess operations. Records and documents will be retained and disposed of according to Disposal of Navy and Marine Corps Records (SECNAVINST 5212.5C).

Originals Retained

The following original records and documents will be retained:

1. Subsistence Ledger (NAVSUP Form 335)
2. Record of Receipts and Expenditures (NAVSUP Form 367)
3. General Mess Control Record (NAVSUP Form 338)
4. Food-Item Report/Master Food Code List (NAVSUP Form 1059) and/or Food-Item Request/Issue Document (NAVSUP Form 1282) (issue documents supporting issues to the general mess)

5. Food-Item Report/Master Food Code List (NAVSUP Form 1059) and Food-Item Request/Issue Document (NAVSUP Form 1282) (issue documents supporting sales to private messes and issues for special meals)

6. Special-Meal Request/Receipt (NAVSUP Form 340)

7. Monthly Recapitulation of Meal Record (NAVSUP Form 1292)

8. Ration and Sales Report (NAVSUP Form 1357)

9. Food-Preparation Worksheet (NAVSUP Form 1090)

10. Cash Meal Payment Book (DD Form 1544)

11. Food-Item Code/Master Food Code List (NAVSUP Form 1059) or Food-Item Request/Issue Document (NAVSUP Form 1282) Inventory Quantity Adjustment Sheet

Copies Retained

Copies of the following documents will be retained:

1. General Mess Operating Statement (NAVSUP Form 1358).

2. NAVSUP Form 1059 (recapitulation of issues to the general mess).

3. Each receipt document for the accounting period stapled with an adding machine tape confirming the total.

4. Each expenditures document for the accounting period for which an original is not retained All these expenditure documents will be stapled with an adding machine tape confirming the total

5. Special Meals Report (NAVSUP Form 1340).

6. Expenditure Log (Loss without Survey) (NAVSUP Form 1334).

Afloat, general mess returns and accounting documents are retained for 1 year. Ashore, they are retained for 2 years.

RECORDS AND REPORTS IN MESSES AFLOAT

The extent to which records are maintained in private messes afloat and their complexity are determined largely by the commanding officer and the mess treasurer. Small messes generally have fewer records than larger messes simply because they have fewer transactions to record. However, records should be maintained in all afloat messes including the very smallest, so that the mess treasurer may easily and quickly determine the financial condition of the appropriate private mess.

The records, reports, and procedures discussed in the following sections are those common to most private messes afloat. Additional records may be required by the mess treasurer or the commanding officer.

In this rate training manual, the term *mess* includes the following

- Flag officers' messes
- Unit commanders' messes
- Commanding officers' messes
- Wardroom messes
- Warrant officers' messes
- Chief petty officers' messes

FINANCIAL RECORDS

It is important that you keep in mind that all financial transactions affecting the mess should be supported by the proper documents The omission of a single transaction will make it impossible for the mess treasurer to balance the accounts or to prepare the reports properly

Financial transactions are supported by documents, which frequently are called vouchers because they vouch for or support receipts and expenditures for which the mess treasurer is responsible. At times, you may be directly or indirectly involved in the financial transactions

of the mess. Therefore, you should be familiar with the various vouchers that support receipts and expenditures of officers' messes afloat. All mess records must be retained for a period of 3 years.

PROCUREMENT DOCUMENTS

Most items consumed by messes afloat are procured from the supply department. Therefore, the greatest number of procurement documents are requisitions to the supply department for food items from the general mess.

Messes afloat may also purchase items from commercial sources. The methods by which such items are purchased may vary, depending on the particular mess. But, whatever the method, the transactions should be supported by the proper documents.

All documents authorizing purchases paid for with mess funds should be signed by the treasurer or someone authorized in writing by the mess treasurer to incur indebtedness in the name of the mess.

Purchases from the General Mess

Purchases of food items directly from the general mess are supported by a Food-Item Request/Issue Document, NAVSUP Form 1282. The mess representative and the issuing storeroom custodian respectively sign for receipt and issue of the material.

Purchases from Commercial Sources

Purchases from commercial sources are supported by purchase orders, dealers' invoices, or cash register receipts.

Purchase orders should be issued for all purchases from commercial sources, including cash purchases authorized by the mess treasurer A Purchase Order (NAVCOMPT Form 739) or a locally prepared form may be used. The form should be prenumbered by the mess treasurer or an authorized representative. The original is sent to the dealer, and the copies are distributed and filed as directed by the mess treasurer. The dealer's invoice which accompanies deliveries should be checked against and attached to the applicable purchase order.

Cash purchases are supported by cash register receipts or an itemized receipted bill. If a cash or market book is maintained by the leading Mess Management Specialist, all entries should be supported by receipts or receipted bills.

BILLING FROM THE GENERAL MESS

On or before the 6th day of the month, the food service officer of your ship or station prepares a bill for the amount due for food items (including galley-produced bakery products) issued to the mess during the previous month. The food service officer uses the following format:

> "I certify that food items in the amount of $400 were sold to the wardroom mess during the month of April, 1985."

When galley-produced bakery products were received during the month, the bill includes the following statement:

> "The above total includes galley-produced bakery products in the amount of $25.60."

Applicable issue document numbers are listed on the bill (NAVSUP Form 1282).

On or before the 10th day of the month, the mess treasurer must pay the amount due to the food service officer and obtain a signature for receipt of the cash in a Cash Receipt Book, NAVSUP Form 470.

COMMUTED RATIONS

Each month the mess treasurer submits a list of enlisted personnel subsisted in the mess on a locally prepared form in triplicate to the disbursing officer. The form will show the social security number, name, and period subsisted if other than stated for the period reported for each member whose rations are being commuted. The following certificate should accompany the locally prepared form:

> "The enlisted members named hereon were detailed to and subsisted in the (insert 'quarters of' and rank and name of officer, or name of the mess) for the period set opposite their names. It is directed that the commuted value of the rations of these enlisted members be paid to (insert rank and name of officer in whose quarters the members were subsisted, or 'mess treasurer' and name of mess, as appropriate)."

On the basis of the information furnished on the locally prepared form, the disbursing officer prepares a Voucher for Disbursement or Collection (NAVCOMPT Form 2277) which supports payment of enlisted personnel commuted rations to the mess. The mess treasurer receives a copy of the paid NAVCOMPT Form 2277 and a copy of the locally prepared form which support receipt of the money value of enlisted personnel commuted rations.

When midshipmen and officer candidates are aboard and are fed in the mess, the mess treasurer submits a bill on official letterhead paper to the disbursing officer at the raw food cost for meals consumed. The disbursing officer pays the mess treasurer on a Voucher for Disbursement or Collection (NAVCOMPT Form 2277).

When Army and Air Force cadets are fed in the wardroom mess, the mess treasurer submits a bill, on official letterhead paper, to the U.S. Military Academy, West Point, New York, or the U.S. Air Force Academy, Colorado, as appropriate The amount of the bill is based on the raw food cost for meals consumed.

CASH RECEIPTS

Prenumbered receipts, issued in numerical sequence, should be given for each payment of any kind being received by a mess account. When prenumbered receipts are not currently available in the supply system, they are to be procured locally. Plain receipts may be prenumbered using a numbering machine; however, if this method is used, the numbering machine and all unnumbered receipts must be in the custody of a person not receiving cash into the mess accounts. Duplicate receipts are to be retained by the mess treasurer for 3 years, and each numbered receipt should be accounted for. A receipt should be obtained from each member at the time a mess rebate is paid to the individual.

A safe is normally provided for the mess treasurer. When a safe is provided, it should be located in a place where adequate security can be maintained If a safe is not available, the funds must be placed with the disbursing officer for safekeeping.

When practical, messes should establish bank accounts, and the maximum amount of cash funds that the mess treasurer is authorized to have on hand is normally established by the commanding officer. A separate bank account should be established for each mess aboard ship. Joint accounts are prohibited.

When petty cash funds are provided to a Mess Management Specialist or mess member to make purchases for the mess, a memorandum cash receipt should be issued and maintained by the mess treasurer as cash on hand until it is replaced by a cash register tape receipt or similar type of document that substantiates the expenditure and any cash change totaling the amount of the funds issued.

Checks and Bank Statements

Canceled checks support payments for purchases and other expenditures of the mess. They should be retained and filed so as to be readily available to auditing and inspecting officers. Bank balances support entries of cash assets in mess accounts.

Control of Safe Combinations

Every person responsible for mess funds should be provided with a safe or a separate locked compartment in a large safe. The rules in the *NAVCOMPT Manual*, volume 4, paragraph 2351, are applicable; that is, the responsible individual is not to divulge the combination of the safe to any other person. When you have a combination to any safe, do not place the combination in a sealed envelope so it can be kept in the custody of the commanding officer or any other officer designated. This type of action is prohibited. Safe combinations must be changed every 6 months and whenever a new custodian takes over.

Control of Keys

It is essential that only one person has an active duty key to any storeroom or other secure space. This is necessary in order to pinpoint responsibility. If considered necessary, a duplicate key may be placed in a sealed envelope in the mess treasurer's safe or inside a glass fronted locked cupboard. In the absence of the custodian of a particular store or storage space, emergency entry may be accomplished by the mess treasurer who should open the storeroom or space in the presence of two witnesses. After entry, the space is to be sealed in the presence of the two witnesses until the custodian returns.

INVENTORIES

Consumable supplies procured with mess funds are inventoried on the last day of each month. The inventory is taken by the mess treasurer and at least one member of the audit board. The leading Mess Management Specialist assists in the inventory. The inventory is prepared in duplicate, using a locally prepared form or the NAVSUP Form 1059. All food items procured from the supply department or from commercial vendors should be priced for inventory purposes at the latest price paid for each item.

As soon as the listing of items and prices on the inventory sheets is completed, the mess treasurer completes the extensions and totals the original sheets. The senior member of the audit board arranges to have the duplicate copy extended and totaled. If these totals are not in agreement, differences must be reconciled. The original inventory is retained in the mess records. The duplicate copy is retained by the senior member of the audit board. This duplicate copy is used to make sure that no alterations have been made to the original inventory.

Files

To support entries in mess accounts, the mess treasurer maintains a file of bills and receipts. The vouchers usually are retained in separate envelopes or file folders The separate files of vouchers are kept as follows

- Cash receipts (money paid to the mess)
- Accounts receivable (money owed to the mess)
- Bills paid (documents supporting payment of bills, including canceled checks or receipts supporting such payments)
- Certified inventories (inventories certified by the mess treasurer)

ACCOUNTING PROCEDURES

The mess treasurer is required by Navy regulations to keep an accurate account of all receipts (collections) and expenditures of the mess, from which the financial condition of the mess can be determined at any time. The treasurer must submit to the commanding officer a statement of the accounts of the mess at the close of each month. The statement must show in detail the money owed by or to the mess, mess receipts and expenditures, and any contracts entered into for future deliveries of supplies.

Mess accounting procedures are maintained according to operating procedures and financial management policies outlined in volume II, chapter 7, NAVSUP P-486.

In those instances when it is impractical to maintain general ledger accounts, a ledger book is used. The ledger book should contain not less than three ruled columns headed INCOME, EXPENSES, and BALANCE.

In addition, a record of mess members is maintained.

The records and accounting procedures discussed in the following sections are presented as outlined in volume II, chapter 7, NAVSUP P-486.

Records of Collections and Expenditures

The Record of Collections and the Record of Expenditures are locally produced forms which reflect the flow of cash and checks to and from the officers' messes. Transactions are not recorded until they have actually taken place. The forms are not used to record money owed or due or the dollar value of materials received or expended. These records are closed at the end of each month. (See figs. 6-8 and 6-9)

RECORD OF COLLECTIONS.—The first entry in this record at the beginning of the month should be the cash balance carried forward from the preceding month. Transactions involving the receipt of cash from all sources should be entered in this record The following are typical cash collection transactions·

- Receipt of commuted rations payment from the disbursing officer
- Mess share and mess bill collections from the member of a wardroom mess. (CPO messes do not have mess shares or mess bill collections.)
- Receipt of payment for meals from transients.

RECORD OF EXPENDITURES.—This record is maintained to enter the transactions that

RECORD OF COLLECTIONS

for month of DECEMBER 19–

DATE	NAME	AMOUNT	PURPOSE
12/1/	Cash brought forward	1532.72	Cash brought forward from 30 Nov 19–
12/1/	30 x 44.00 (Members x Mess Bill)	1320 00	Mess Bill
12/7/	Disbursing Officer	425 00	Enlisted Commuted Rations for Nov 19–
12/16/	6 x 17.76 (New Members x Mess Share)	106 56	Sale of Mess Shares
12/16/	6 x 22.71 (New Members x prorated Mess Bill)	136 26	Prorated Mess Bill
	TOTAL	3520 54	

90.74

Figure 6-8.—Record of Collections.

RECORD OF EXPENDITURES

for month of DECEMBER 19—

DATE	NAME OF PAYEE	AMOUNT	PURPOSE
12/7/	Food Service Officer	1280.00	Provisions (NAVSUP 1282)- No. thru
12/9/	ABC Vendor	320.00	Provisions Receipt No.
12/18/	LT A (17.76 Mess Share 19.87 Mess Bill)	37.63	Mess Share and Mess Bill Rebate
12/18/	LTJG B (17.76 Mess Share 19.87 Mess Bill)	37.63	Mess Share and Mess Bill Rebate
12/18/	ENS C (17.76 Mess Share 19.87 Mess Bill)	37.63	Mess Share and Mess Bill Rebate
12/18/	ENS D (17.76 Mess Share 19.87 Mess Bill)	37.63	Mess Share and Mess Bill Rebate
	Cash on hand at end of month	1770.02	
	TOTAL	3520.54	

90.75

Figure 6-9.—Record of Expenditures.

involve the outward flow of cash or checks from the wardroom mess. Typical expenditure transactions are as follows:

- Payment to the general mess for food items
- Payment to commercial vendors
- Payment to officers for mess bill and mess share rebates (wardroom mess only)

Records of Accounts Payable and Accounts Receivable

The Records of Accounts Payable and Accounts Receivable (figs. 6-10 and 6-11) are ledgers

ACCOUNTS PAYABLE
for month of DECEMBER 19_

DATE INCURRED	NAME OF PAYEE	AMOUNT	PURPOSE	DATE PAID
1 THRU 30 NOV	FOOD SERVICE OFFICER	1280.00	PROVISIONS (NAVSUP 1282)- NO. THRU	12/7/
1 THRU 30 NOV	ABC VENDOR	320.00	PROVISIONS RECEIPT NO.	12/9/
12/18/	LT A	37.63	MESS SHARE AND MESS BILL REBATE	12/18/
12/18/	LTJG B	37.63	MESS SHARE AND MESS BILL REBATE	12/18/
12/18/	ENS C	37.63	MESS SHARE AND MESS BILL REBATE	12/18/
12/18/	ENS D	37.63	MESS SHARE AND MESS BILL REBATE	12/18/
	TOTAL	1750 52		
12/?1	FOOD SERVICE OFFICER	1350.20	PROVISIONS (NAVSUP 1282)- NO THRU	CF
12/31/	ABC VENDOR	502 10	PROVISIONS RECEIPT NO.	CF

On the first day of each month, list on this record all unpaid accounts payable brought forward from previous months At end of month, all unpaid accounts payable will be carried forward to next month's report Mark CF (carried forward) in DATE PAID column

90.76

Figure 6-10 —Accounts Payable.

ACCOUNTS RECEIVABLE
for month of _____

1 thru 30 Nov 19_	Disbursing Officer	445.00	Enl COMRATS for November	12/12/
12/1	50 x $44.00 (Members x Mess Bill)	1540 00	Mess Bill	12/2/
12/16	(New members 6 x $17.76 Mess Share)	106 56	New Members Purchase Mess Shares	12/16
12/16/	(New members x 6 x $22.71 Mess Bill)	136.26	Mess Bill	12/16/
1 thru 31 Dec 19_	Disbursing Officer	457.48	Enlisted COMRATS for December 19_	CF

On the first day of each month, list on this record all uncollected accounts receivable brought from previous months Also, list names of all current mess members At end of month, all uncollected accounts receivable will be carried forward to next month's report Mark CF (carried forward) in DATE RECEIVED column

90.77

Figure 6-11.—Accounts Receivable.

in which money owed to the mess and money owed by the mess are recorded. As bills are paid by or to the mess, the individual entries are so marked by inserting the date in the DATE PAID or DATE REC'D column. The ledgers are then closed monthly and all unpaid bills (entries) are carried forward to the ledger pages for the following month.

One important point to remember is that all mess financial transactions are recorded in these ledgers even though payment is made or received immediately. Transactions involving mess members are initialed by the member concerned, but initialing by members is not required if there is other evidence of the transaction, such as a signed voucher or check.

Record of Mess Members

A record must be maintained of members of the mess by member's name, date of membership, and the amount paid for the membership. Upon redemption of the membership, the record should show the date the membership was redeemed and the amount for which it was redeemed. A locally prepared form may be used for this purpose (see fig. 6-12).

The record of mess members may also be maintained on 3 by 5 cards, which are kept in a steel or wooden box made for such cards

Food Cost Control Record

Often messes afloat operate without the benefit of a central storeroom where food items are received and stowed before issue to the wardroom galley. They may have a small storeroom where they can stow food items not available from the general mess. Since messes afloat have limited storage facilities, most food is requisitioned from the general mess on a regular basis. Food procurement records will be limited generally to those covering receipts of food items from the general mess. This simplifies food cost accounting, and consequently, food cost control. To determine the exact cost of food consumed during an accounting period or part of an accounting period, you should have the following information:

1. The dollar value at cost of the beginning inventory
2. The dollar value at cost of the food procured to date by the messes
3 The dollar value at cost of the closing inventory

The sum of items 1 and 2 minus item 3 is the exact cost of food used by the mess. For example:

Assume that the beginning inventory is $62.44, the receipts are $320 49, and the closing

RECORD OF MESS MEMBERS

NAME OF MESS MEMBER	DATE JOINED	SHARE PURCHASED	DATE DETACHED	SHARE REFUNDED

90.78

Figure 6-12.—Record of mess members.

inventory is $72.34. To find the exact cost of the food used by the mess, make the following calculations:

Beginning inventory		$ 62.44
Receipts	(plus)	320.49
Total		$382.93
Closing inventory	(minus)	72.34
Cost of food used		$310.59

The Food Cost Control Record (see fig. 6-13) shows this information. Since daily food allowances are usually established by the mess treasurer, they are listed in appropriate blocks on this form. By comparing the cost of food used to date with the allowance to date, you can determine whether the mess is over or under the allowance and if corrective measures are needed. The use of the Food Cost Control Record is optional for messes with less than 20 members.

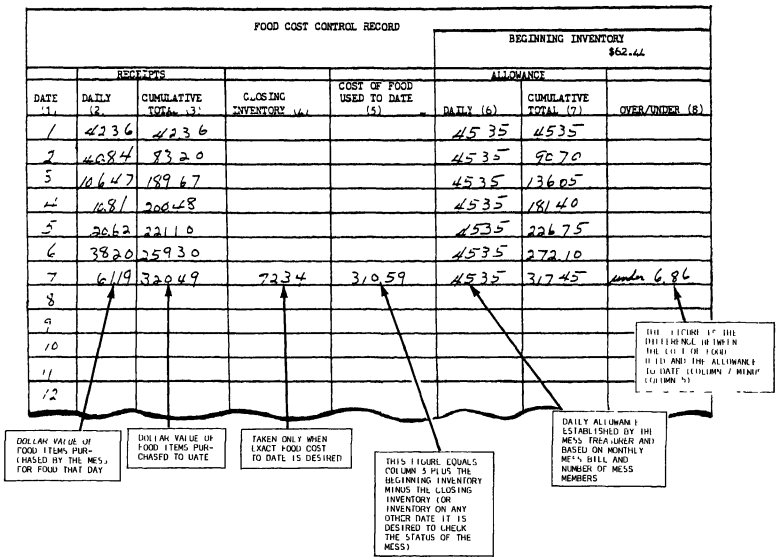
Monthly Voucher Folders

Monthly voucher folders must be maintained for all wardroom itemized and certified receipts, tapes of food items received locally, copies of vouchers covering transactions with the disbursing officer, and any other vouchers substantiating entries on the mess statement.

Monthly voucher folders are submitted to the audit board and thereafter retained by the mess treasurer.

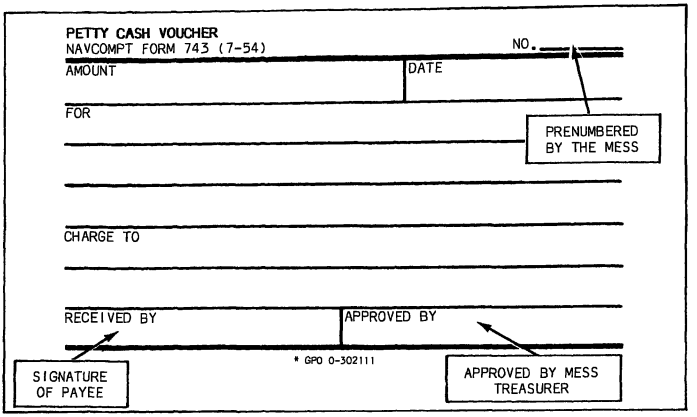
Petty Cash Vouchers

When needed, your commanding officer can authorize in writing the establishment of a petty cash fund. This fund is to be used in making small purchases for a mess. The authorization will specify the amount of cash authorized for the petty cash fund. Payments setting up petty cash funds and the replenishment of such funds are made by check or a cash transfer voucher if the mess does not have a checking account. The


FOOD COST CONTROL RECORD
BEGINNING INVENTORY
$62.44
RECEIPTS
ALLOWANCE
DATE (1.)
DAILY (2.
CUMULATIVE TOTAL (3.)
CLOSING INVENTORY (4.)
COST OF FOOD USED TO DATE (5)
DAILY (6)
CUMULATIVE TOTAL (7)
OVER/UNDER (8)
1 4236 4236 4535
2 4084 8320 4535 9070
5 10647 18967 4535 13605
4 1681 20648 4535 18140
5 2062 22110 4535 22675
6 3820 25930 4535 27210
7 6119 32049 7234 310.59 4535 31745 under 6.86
8
9
10
11
12
DOLLAR VALUE OF FOOD ITEMS PURCHASED BY THE MESS FOR FOOD THAT DAY
DOLLAR VALUE OF FOOD ITEMS PURCHASED TO DATE
TAKEN ONLY WHEN EXACT FOOD COST TO DATE IS DESIRED
THIS FIGURE EQUALS COLUMN 5 PLUS THE BEGINNING INVENTORY MINUS THE CLOSING INVENTORY (OR INVENTORY ON ANY OTHER DATE IT IS DESIRED TO UNLOK THE STATUS OF THE MESS)
DAILY ALLOWANCE ESTABLISHED BY THE MESS TREASURER AND BASED ON MONTHLY MESS BILL AND NUMBER OF MESS MEMBERS
THE FIGURE IF THE DIFFERENCE BETWEEN THE COST OF FOOD USED AND THE ALLOWANCE TO DATE (COLUMN 7 MINUS COLUMN 5)

90.100

Figure 6-13.—Food Cost Control Record.



90.79

Figure 6-14.—Petty Cash Voucher (NAVCOMPT Form 743).

replenishment of the petty cash fund must be substantiated by a signed Petty Cash Voucher, NAVCOMPT Form 743, and by the dealer's sales slip or receipt. An example of a petty cash voucher is shown in figure 6-14.

MONTHLY FINANCIAL OPERATING STATEMENT FOR MESSES AFLOAT, NAVSUP FORM 1367

The mess treasurer is responsible for the preparation of the financial statement at the end of each month. The statement consists of a cash account and a balance sheet. (See fig. 6-15.)

CASH ACCOUNT

The CASH ACCOUNT section of the statement is divided into two columns, RECEIPTS and EXPENDITURES.

Receipts Column

The RECEIPTS column is a recapitulation of all cash brought forward in the bank from the previous month and all cash receipts of the current month.

Entries in the RECEIPTS column originate from the following sources:

1 Cash brought forward amount is taken from the Record of Collections

2. Mess bills previous months. When due, this amount is taken from the Accounts Receivable Ledger.

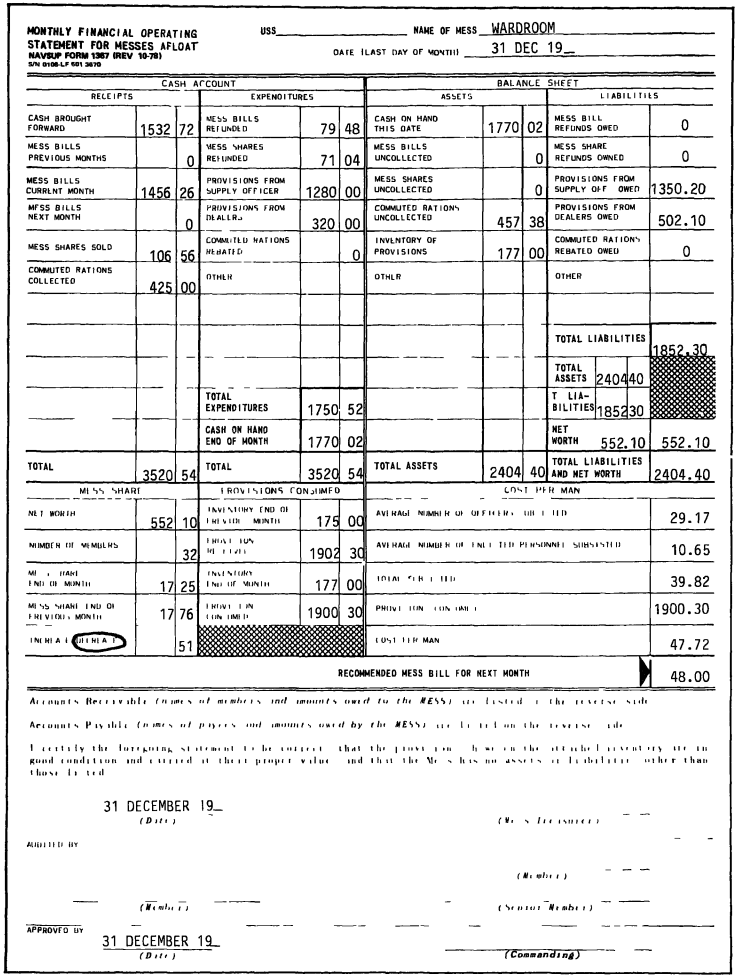
3 Mess bills current month. This amount is taken from the Record of Collections.

4 Mess bills next month. This amount covers those officers who pay their mess bills in advance

Remember to offset this entry in the liabilities side of the balance sheet. If this is not accomplished, the net worth of the mess will be inflated.

5. Mess shares sold. This amount is obtained from the Record of Collections.

6. Commuted rations collected. This amount is obtained from the Record of Collections



MONTHLY FINANCIAL OPERATING STATEMENT FOR MESSES AFLOAT
NAVSUP FORM 1387 (REV 10-78)
S/N 0108-LF-001-3870

USS _____ NAME OF MESS WARDROOM
DATE (LAST DAY OF MONTH) 31 DEC 19__

CASH ACCOUNT

RECEIPTS		EXPENDITURES	
CASH BROUGHT FORWARD	1532 72	MESS BILLS REFUNDED	79 48
MESS BILLS PREVIOUS MONTHS	0	MESS SHARES REFUNDED	71 04
MESS BILLS CURRENT MONTH	1456 26	PROVISIONS FROM SUPPLY OFFICER	1280 00
MESS BILLS NEXT MONTH	0	PROVISIONS FROM DEALERS	320 00
MESS SHARES SOLD	106 56	COMMUTED RATIONS REBATED	0
COMMUTED RATIONS COLLECTED	425 00	OTHER	
		TOTAL EXPENDITURES	1750 52
		CASH ON HAND END OF MONTH	1770 02
TOTAL	3520 54	TOTAL	3520 54

BALANCE SHEET

ASSETS		LIABILITIES	
CASH ON HAND THIS DATE	1770 02	MESS BILL REFUNDS OWED	0
MESS BILLS UNCOLLECTED	0	MESS SHARE REFUNDS OWNED	0
MESS SHARES UNCOLLECTED	0	PROVISIONS FROM SUPPLY OFF OWED	1350.20
COMMUTED RATIONS UNCOLLECTED	457 38	PROVISIONS FROM DEALERS OWED	502.10
INVENTORY OF PROVISIONS	177 00	COMMUTED RATIONS REBATED OWED	0
OTHER		OTHER	
		TOTAL LIABILITIES	1852.30
		TOTAL ASSETS	2404 40
		T LIABILITIES	1852 30
		NET WORTH	552.10
TOTAL ASSETS	2404 40	TOTAL LIABILITIES AND NET WORTH	2404.40

MESS SHARE		PROVISIONS CONSUMED	
NET WORTH	552 10	INVENTORY END OF PREVIOUS MONTH	175 00
NUMBER OF MEMBERS	32	PROVISION RECEIVED	1902 30
MESS SHARE END OF MONTH	17 25	INVENTORY END OF MONTH	177 00
MESS SHARE END OF PREVIOUS MONTH	17 76	PROVISION CONSUMED	1900 30
INCREASE (DECREASE)	51		

COST PER MAN	
AVERAGE NUMBER OF OFFICERS MESSED	29.17
AVERAGE NUMBER OF ENLISTED PERSONNEL SUBSISTED	10.65
TOTAL MESSED	39.82
PROVISION CONSUMED	1900.30
COST PER MAN	47.72
RECOMMENDED MESS BILL FOR NEXT MONTH	48.00

Accounts Receivable (names of members and amounts owed to the MESS) are listed on the reverse side

Accounts Payable (names of payees and amounts owed by the MESS) are listed on the reverse side

I certify the foregoing statement to be correct that the provisions on hand on the attached inventory are in good condition and entered at their proper value and that the Mess has no assets or liabilities other than those listed

31 DECEMBER 19__
(Date) (Mess Treasurer)

AUDITED BY
(Member) (Member)

APPROVED BY
31 DECEMBER 19__
(Date) (Commanding)

90.80

Figure 6-15.—Monthly Financial Operating Statement for Messes Afloat.

and amount collected is supported by the following:

a. Locally prepared form for rations commuted, figure 6-16

b. Voucher for Disbursement or Collection (NAVCOMPT Form 2277)

Expenditures Column

Entries in the EXPENDITURES column originate from the following records:

1. Mess bills refunded. Obtained from the Record of Expenditures.

2. Mess shares refunded. Obtained from the Record of Expenditures.

3. Provisions from supply officer. Obtained from the Record of Accounts Payable (previous month) and the Record of Expenditures (current month), supported by a receipt issued by the food service officer. This caption is the total money value of food items procured by the private mess from the general mess during the previous month.

4. Provisions from dealers. Obtained from the Record of Accounts Payable (previous month) or the Record of Expenditures (current month),

Name of Mess Wardroom Mess
Location USS COMPASS ISLAND AG 153

Period Reported

1 April to 30 April 1987

The following members were subsisted during the reporting period unless otherwise indicated:

Social Security Number	Name	Period
353-50-3285	Binky, Bill E.	
540-35-2985	Hamilton, William E.	1-15 Apr; 22-30 Apr
299-46-9070	Schmidt, Michael	
295-30-7519	Sieber, Robert A.	
359-25-3978	Zealor, Michael	
219-52-2271	Zito, John D.	
119-20-0071	Heiser, David	1-5 Apr

MEMBER TOOK LEAVE 16 THROUGH 21 APRIL

MEMBER DETACHED ON 6 APRIL

The enlisted members named hereon were detailed to and subsisted in the Wardroom Mess for the period set opposite their names. It is directed that the commuted value of the rations of these enlisted members be paid to the Mess Treasurer, Wardroom Mess.

M. Queally, ENS, USN
Mess Treasurer

90.81

Figure 6-16.—Locally prepared form for rations commuted.

supported by paid invoices from commercial dealers, cash register stubs, or official receipts from any source.

5. Commuted rations rebated. Obtained from the Record of Accounts Payable (previous month) or the Record of Expenditures (current month).

The difference between the TOTAL RECEIPTS column minus the TOTAL EXPENDITURES column should result in the CASH ON HAND END OF THE MONTH.

BALANCE SHEET

The BALANCE SHEET side of the financial statement is composed of assets and liabilities. Assets and liabilities are discussed in the following paragraphs.

Assets

Entries in the ASSETS column originate from the following sources:

1. CASH ON HAND THIS DATE. If the books are in order, the cash on hand entry should be the difference between the total RECEIPTS column and the EXPENDITURES column. Therefore, the sources for this column are the Records of Collections and Records of Expenditures or the actual count of cash in the mess treasurer's safe.

2 MESS BILLS UNCOLLECTED. This entry represents the total outstanding mess bills up to the end of the month from the Accounts Receivable Ledger

3. MESS SHARES UNCOLLECTED. This entry is the total of the outstanding mess shares up to the end of the month from the Accounts Receivable Ledger

4. COMMUTED RATIONS UNCOLLECTED. All officers' messes afloat will make an end of the month comparison of the total value of the enlisted personnel rations commuted to the mess with the value of the food consumed by the enlisted personnel subsisting in the mess. This is done to determine the commuted rations amount payable to the mess by the disbursing officer. The value of the food consumed by the mess personnel will be computed by determining the percentage of all meals served in the mess that were eaten by the enlisted personnel and multiplying the total value of the food consumed by this percentage.

Computations of Commuted Rations Uncollected

1. Determination of meals served. In order to make this comparison, messes will establish a method whereby the number of meals served, including meals for guests of the mess, and the number of meals eaten by the enlisted personnel is recorded daily. Divide the number of meals the enlisted personnel consumed by the total number of meals served in the mess as shown in the following example:

Example:

784 .....Mess member and guest meals

403 (plus) .....Enlisted personnel meals

1,187 ..... Total meals served

Dividing 403 by 1,187 = 33.9% which is the percentage of meals eaten by enlisted personnel.

2. Determination of value of PROVISIONS CONSUMED. Determine the total value of PROVISIONS CONSUMED by subtracting the closing inventory from the sum of the opening inventory and the total receipts during the month as shown in the following example:

Example:

Opening inventory value.....	$ 50.00
Value of receipts (plus) . ..	$410.00
Total	$460.00
Minus value of closing inventory ..	$ 40.00
Value of PROVISIONS CONSUMED	$420.00

3. Comparison. Multiply the value of PROVISIONS CONSUMED by the percentage of all mess meals eaten by the enlisted personnel and compare the product with the value of the total commuted rations. The amount payable to the mess will be the lesser of the two amounts. This

is placed in the COMMUTED RATIONS UNCOLLECTED block.

Example:

PROVISIONS CONSUMED $420.00

Enlisted personnel meal percentage.. × 33.9%

a. Cost of provisions for enlisted personnel $142.38

b. Total commuted rations value ..$214.42

The lesser amount of a or b will be paid to the mess treasurer by the disbursing officer.

The mess share per member is computed by the net worth divided by the number of members at the end of the month.

5. INVENTORY OF PROVISIONS. Money value of the actual physical count of all food items taken at the end of the month. The money value should include commercial and Navy-procured food items.

Liabilities

Entries in the LIABILITIES column originate from the following sources:

1. MESS BILLS REFUND OWED. Represents the total of the outstanding mess bill rebates, as shown in the Accounts Payable Ledger. Occasionally, officers get transferred without checking out from the wardroom mess office. Computation of partial mess bills is discussed later in this chapter

2. MESS SHARES REFUND OWED. Mess share rebates due to members from the Accounts Payable Ledger.

3 PROVISIONS FROM SUPPLY OFFICER OWED. At the end of the current month, the food service officer sends each private mess a bill stating the cost of food items procured by the private mess. This bill should coincide with the total of your requisition documents and the amount of the bill should have been entered in your Accounts Payable Ledger.

4. PROVISIONS FROM DEALERS OWED. This caption represents the total receipts from commercial dealers as supported by duplicate copies of invoices issued to the mess by commercial vendors upon delivery of food items. It is highly recommended that a Purchase Order (NAVCOMPT Form 739) be used for every requisition of food items from the commercial dealers. Preparation of NAVCOMPT Form 739 is discussed in MS 3 & 2, NAVEDTRA 10267-A1. You should also remember that whoever receives the delivery should have a duplicate of the purchase order on hand to check the accuracy of the dealers' invoices. The totals of the invoices should be entered in your Accounts Payable Ledger as deliveries are made.

DETERMINATION OF MESS BILL FOR NEXT MONTH

You, as the leading MS, should compile data in order to aid the mess treasurer in determining the recommended mess bill for the succeeding month. You should know the current price list of food items from the GM and the current price of commercial items before you build the weekly menu. Of course, you have to know the schedule of the ship's operations. All of these plus past usage records of the mess would help the mess treasurer in determining the RECOMMENDED MESS BILL FOR NEXT MONTH.

STANDARD METHOD FOR COMPUTING PARTIAL MESS BILLS AND MESS BILL REBATES

When a mess member is being permanently assigned, that member is charged for the reporting aboard day unless the member reports after 1800. To determine the correct amount, you multiply the actual number of inclusive days for which a mess bill is payable (all days of the month that the member is aboard including the 31st, when applicable) by the amount of the month's mess bill, then divide by the actual number of days in the month and round off to the nearest cent.

Example: Member reports for duty at 0900 12 March. Mess bill for March is $40.00.

Inclusive dates chargeable: 12-31 March: 20 days

$$20 \times \$40.00 = \$800.00$$

$$\frac{\$800.00}{31} = \$25.806 = \$25.81$$ Member owes (plus current mess share).

If a mess bill rebate is for a member being permanently detached (not charged for the day member departs unless the member departs after 1800), proceed as follows:

Example: Member being detached at 1200 23 March. Mess bill for March is $40.00, which member paid on 2/29.

Inclusive dates not chargeable: 23-31 March: 9 days.

$$9 \times \$40.00 = \$360.00$$

$$\frac{\$360.00}{31} = \$11.612 = \$11.61$$ Rebate due (plus current mess share).

When a mess bill rebate is determined for a member on TAD, the same rules apply as to the date of departure and date of return. You compute the actual mess rebate by determining the inclusive number of days the member is not eating in the mess.

Example: Member goes on TAD 0800 5 February to 1630 9 February. Mess bill for February is $47.00, which member paid on 1/31. Inclusive dates not chargeable. 5-9 February: 4 days.

$$4 \times \$47.00 = \$188.00$$

$$\frac{\$188.00}{28} = \$6.71$$ Rebate due. (No mess share rebate is given for 9 February since the member has returned to the mess before the time of the evening meal [1800])

If you are computing the amount of rebate a member receives when the member is on leave, the day of departure on leave is counted as a day of duty However, for mess purposes, this day is the first day of absence if the member does not eat any meals in the mess on that day. If a member returns before 1800, the day before the day of his return is his last day of absence. When a member goes on leave, the member is entitled to a mess bill rebate for the entire period of absence computed as follows:

Example: Member on leave from 0001 20 June to 1730 5 July.

Mess bill for June is $51.00, which member paid on 5/30.

Mess bill for July is $48.00.

Period of absence: 6/20 to 7/4 (15 inclusive days).

Rebate for June

Inclusive dates not chargeable:

6/20-6/30: 11 days

$$11 \times \$51.00 = \$561.00$$

$$\frac{\$561.00}{30} = \$18.70$$

Rebate for July

Inclusive dates not chargeable:

7/1-7/4: 4 days

$$4 \times \$48\ 00 = \$192\ 00$$

$$\frac{\$192\ 00}{31} = \$6\ 19$$

$18 70 (plus) $6.19 = $24 89

Total rebate due

Mess bill due for July: $48 00

Rebate due $24.89

Net mess bill owed for the month of July. $23.11

CHAPTER 7

NUTRITION AND MENU PLANNING

One of your most important duties as a senior Mess Management Specialist is to see that the men and women who are fed in your mess are always well fed. To be well fed means that they must have not only enough food but also the right kind of food in the proper combinations; that is, foods containing the correct amounts of the various nutrients necessary to good health and well-being. To accomplish this, the menus must be carefully and skillfully planned to produce the right combinations of food in dishes that will appeal to the personnel to whom they are served. This must be accomplished within your budget and with the food items you have had the foresight to stock on board. This service must be carried out afloat and ashore, consistently, under varying operating conditions, in widely differing geographic locations, and in all kinds of weather.

The purpose of this chapter is to provide you with the information and guidance needed in the areas of menu planning, and nutrition, and ultimately, in the supervision of other personnel in this area.

The foodservice division is a customer service oriented division, and customer satisfaction is one of our primary goals. We must take every opportunity to motivate the personnel who man the contact points (galley, serving line, and mess area), whether civilian or military, to do their best and to take pride in the caliber of service they provide their shipmates. Motivating our personnel in these positions provides a special challenge to the senior Mess Management Specialists. We must ensure that the personnel manning these contact points realize that they are part of a people-oriented team, that they are an important part of our Navy, and that the positions they hold at these contact points are positions of special trust that support our most important resource—our Navy men and women.

NUTRITION

Nutrition is the science of the nourishment of the human body, the science of food. To master this science we must familiarize ourselves with the nature of food. Food is composed of various nutrients: proteins, carbohydrates, fats, minerals, vitamins, and water.

Nutrition concerns itself with determining what components are needed and how much of each is required to maintain healthy bodies. Nutrition concerns itself with the ways in which foods are altered in processing, storage, and preparation, and in the ways in which foods are transformed chemically in the body. Nutrition deals with the preparation and serving of foods in such a way as to ensure that the nutrients necessary to good health are not unnecessarily lost in the process. In addition, nutrition must be concerned with the social, economic, cultural, and psychological implications of foods.

FOOD

When you prepare your next meal, the patrons will have definite ideas—positive or negative—about the meal and the specific foods that are served They may delight in the variations in the texture, in the color combinations of the food, in the artistic touch of a garnish, or they may find the food unacceptable because the food lacks color or is carelessly served They may enjoy the tantalizing smell of meat, of freshly baked rolls, or the fragrance of fully ripened fruit. The odor of grease that has been too hot or of vegetables that have been cooked too long may cause lack of appetite and even nausea The patrons will experience countless flavors—the salty, sweet, bitter, and sour tastes and their variations; they will feel the textures of smooth or fibrous, crisp or soft, creamy or oily, moist or dry foods. The provision of a nutritious diet, well cooked and attractively served, plays an important part in the acceptability of a meal.

Food is any substance consisting essentially of protein, carbohydrates, fats, minerals, vitamins, and water that is used in the body to sustain growth, to build and repair tissues, to furnish energy, and to sustain the vital processes of the body. The body's needs for the various nutrients vary with age, sex, occupation, and environment. A child needs certain foods to grow and the body continues to require certain foods for the upkeep of the body. Vitamins, minerals, and proteins provide regulators that enable the body to use other materials. Fuel for the body's energy and warmth is provided by food.

Protein

The chief function of protein in the body is to supply the tissue-building material. Protein itself is a chemically complex organic substance that contains nitrogen in combination with carbon, oxygen, and hydrogen. In the process of digestion, these substances break down into smaller units called amino acids. These units, in turn, are rebuilt into body protein. Certain amino acids are necessary for maintaining growth, weight, and good health. Foods are classified as protein foods only when they contain protein in sufficient amounts to be of value when the food is consumed in normal amounts.

Animal protein foods—meat, poultry, fish, eggs, milk, and milk products, such as cheese—contain the necessary amino acids essential to body structure. The protein in cereals, vegetables, and legumes lacks some of the important amino acids, and alone cannot support growth. However, such vegetable proteins as dried beans, dried peas, and peanuts can supplement the animal proteins, and when they are served in the proper combination can provide all the essential amino acids without the addition of any animal protein.

Carbohydrates

Carbohydrates include chemical compounds such as sugars, starches, and cellulose. The chief sources of carbohydrates are bread, cereals, milk, potatoes, vegetables, fruits, and sugars. Complex carbohydrates include starches and naturally occurring sugars found in fruits, vegetables, and milk. Dietary sources of complex carbohydrates often provide necessary vitamins and minerals and in addition are considered desirable for proper intestinal functions. Menus should include adequate starch and fiber.

Fats

Fats provide twice as much energy or twice the calories as do carbohydrates or protein. Fats are important in the diet to furnish energy, provide essential fatty acids, transport fat-soluble vitamins and aid in their absorption, increase palatability, and give a feeling of fullness. However, it is becoming increasingly clear that excessive amounts of total fat may lead to an increased risk of coronary heart and vascular disease. Emphasis should be placed on planning menus toward attainment of lower fat concentrations while maintaining acceptability. A significant reduction of fat can be achieved by lowering added fats during food preparation and increasing the proportion of lean meats, fish, poultry, skim milk, and other low fat dairy products in the menu.

Minerals

Twenty known minerals are essential to health.

CALCIUM.—The most abundant mineral in the body is calcium and, except for iron, it is the most likely to be inadequate in the diets of many age groups. (From the age of nine, the diets of many girls and women may lack as much as 25% to 30% of the calcium they need.) Almost all calcium, and most phosphorus, which works closely with calcium in the body, is in the bones and teeth.

The rest plays a vital role in tissue and body fluids. Soft tissue, or muscle, also has a high phosphorus content. Calcium is required for blood to clot and for the heart to function normally The nervous system does not work properly when calcium levels in the blood are below normal.

In the United States we rely on milk as a basic source of calcium, and two cups of milk, or an equivalent amount of cheese or other dairy products except butter, go a long way toward supplying all the calcium needed for the day.

But milk is not the only source. Dark green leafy vegetables, like collards, mustard greens, or turnip greens, provide some calcium, and salmon and sardines supply useful amounts of it if the very tiny bones are eaten.

IRON.—Iron carries oxygen in the blood. The best sources of iron are meats (especially liver). But foods from some plants, like dried beans, dark green leafy vegetables, and grains, are good sources of iron, especially when eaten along with

foods rich in vitamin C. Vitamin C helps the body absorb iron better.

IODINE.—The most important fact about iodine is that a deficiency of it can cause goiter—a swelling of the thyroid gland. Important sources are as follows: seafoods, plants grown in the soil near the sea, and iodized salt, which is used in all Navy messes.

Vitamins

There are about 13 vitamins that are absolutely necessary for good health. Four are called fat-soluble vitamins because they dissolve in fat. These are vitamins A, D, E, and K. They are digested and absorbed with the help of fats from the diet. These vitamins can be stored in the body for long periods of time, mostly in fatty tissue and in the liver.

Nine other vitamins are called water soluble. They include eight B vitamins and vitamin C. These vitamins aren't stored in the body very long, so you need to eat foods that are good sources of these vitamins every day.

A few of these vitamins are of great importance and you should know what foods provide them.

VITAMIN A.—This vitamin plays a very important role in eye function and in keeping the skin and mucous membranes resistant to infection. Although vitamin A occurs only in foods of animal origin, the deep yellow and dark green vegetables and fruits supply a material—carotene—that your body can turn into vitamin A

Vitamin A is found in yellow, orange, and green vegetables; yellow fruits, and in the fat of animal products like fish, milk, eggs, and liver Cheese made from whole milk, or margarine enriched with vitamin A, both supply this vitamin.

THE B VITAMINS.—Three of the best known B vitamins—riboflavin, thiamine, and niacin—release the energy in food They also have a role in the nervous system, keep the digestive system working calmly, and help maintain a healthy skin.

Vitamin B_2 (riboflavin) is easy to find and extremely important in the diet. It is plentifully supplied by meats, milk, whole grain, or enriched breads and cereals.

Organ meats (liver, kidney, etc.) also supply this vitamin.

A lack of thiamine (vitamin B_1) causes beriberi. Fortunately, this disease is now almost nonexistent in the United States, although it is still seen in some alcoholics.

Thiamine is abundant in only a few foods. Lean pork is one. Dry beans and peas, some of the organ meats, and some nuts supply some thiamine.

Whole grain and enriched cereals and bread are also dependable sources of niacin. Niacin can be found in whole grain and enriched cereals, meat and meat products, and peas and beans.

Other B vitamins, such as B_6, B_{12}, and folacin, are needed to maintain normal hemoglobin—the substance in blood that carries oxygen to the tissues. Vitamin B_{12} occurs in foods of animal origin.

Strict vegetarians run a risk of developing the symptoms of B_{12} deficiency; these include soreness of the mouth and tongue, numbness and tingling in the hands and legs, anemia and loss of coordination.

Folacin is available in many foods but in small quantities.

VITAMIN C.—Vitamin C, ascorbic acid, is not completely understood, but it is considered important in helping to maintain the cementing material that holds body cells together. Vitamin C is needed for wound healing; for development of blood vessels, bones, teeth, and other tissues; and for minerals to be used by the body

Vitamin C is found in citrus fruits, melons, berries, leafy green vegetables, broccoli, raw cabbage, spinach, turnip and collard greens. Potatoes and sweet potatoes provide helpful amounts of vitamin C and so do tomatoes and peppers

VITAMIN D.—Vitamin D is readily available in fortified milk Sunlight enables the body to produce vitamin D if it has a chance to shine directly on the skin. Vitamin D is needed for using calcium and phosphorus to build strong bones and teeth. Vitamin D is added to most milk. It is also found in fatty fish, liver, eggs, and butter.

VITAMIN E.—Vitamin E helps preserve the cell tissues. Although vitamin E's exact role in the body is not fully understood, it is being explored as an antioxidant that may retard some aspects of the aging process. Vitamin E is found in a wide variety of foods, and most people get enough. Vegetable oils and whole grain cereals are particularly rich sources.

VITAMIN K.—Vitamin K is essential for the manufacture of a substance that helps blood to clot. Vitamin K is widely distributed in a variety of foods such as the green and leafy vegetables, tomatoes, cauliflower, egg yolks, soybean oil, and any kind of liver. It is also manufactured in the body.

A DAILY FOOD GUIDE

Menu planners must judge the nutritional adequacy of their menus and special rations. Detailed analysis of nutrients is not required if the menu includes a wide variety of foods and the daily food guide system of evaluation is used. This is a simple, quick, and reliable method of judging the menu's nutritional adequacy. The guide divides commonly eaten foods into four groups according to the nutritional contributions they make. These four groups—milk-cheese, meat-poultry-fish-beans, vegetables-fruit, and bread-cereal—supply the vitamins, minerals, protein, and carbohydrates the body needs, as well as calories for energy.

Milk-Cheese Group I

Basic Servings Daily (based on servings of fluid milk; for milk product equivalents see below)

Children under 9	2 to 3 servings
Children 9 to 12	3 servings
Teens	4 servings
Adults	2 servings
Pregnant Women	3 servings
Nursing Mothers	4 servings

WHAT'S A SERVING?—It includes milk in any form: whole, skim, low fat, evaporated, buttermilk, and nonfat dry milk; also yogurt, ice cream, ice milk, and cheese, including cottage cheese.

Count one 8-ounce cup of milk as a serving.

Common portions of some dairy products and their milk equivalents in calcium are as follows:

1 cup plain yogurt	= 1 cup milk
1-ounce cheddar or Swiss cheese (natural or process)	= 3/4 cup milk
1-inch cube cheddar or Swiss cheese (natural or process)	= 3/4 cup milk
1-ounce process cheese food	= 1/2 cup milk
1/2 cup ice cream or ice milk	= 1/3 cup milk
1 tablespoon or 1/2-ounce process cheese spread; or 1 tablespoon Parmesan cheese	= 1/4 cup milk
1/2 cup cottage cheese	= 1/4 cup milk

NOTE: You'll get about the same amount of calcium in each of these portions but varying amounts of calories.

Milk used in cooked foods—such as in creamed soups, sauces, puddings—can count toward filling the quota in this group.

NUTRITIVE VALUE.—Milk and most milk products are relied on to provide calcium (they're the major source of this mineral in the American diet) and riboflavin and to contribute protein and vitamins A, B_6, and B_{12}. They also provide vitamin D, when fortified with this vitamin.

Fortified (with vitamins A and D) low fat or skim milk products have essentially the same nutrients as whole milk products but fewer calories.

Meat-Poultry-Fish-Beans Group II

A person needs two basic servings daily

WHAT'S A SERVING?—It includes beef, veal, lamb, pork, poultry, fish, shellfish (shrimp, oysters, crabs, etc.), organ meats (liver, kidneys, etc.), dry beans or peas, soybeans, lentils, eggs, seeds, nuts, peanuts, and peanut butter.

Count 2 to 3 ounces of lean, cooked meat, poultry, or fish without bone as a serving. One egg, 1/2 to 3/4 cup of cooked dry beans, dry peas, soybeans or lentils, 2 tablespoons of peanut butter, and 1/4 to 1/2 cup of nuts, sesame seeds, or sunflower seeds count as 1 ounce of meat, poultry, or fish.

NUTRITIVE VALUE.—These foods are valued for the protein, phosphorus, vitamins B_6,

B_{12}, and other vitamins and minerals they provide. However, only foods of animal origin contain vitamin B_{12} naturally.

It's a good idea to vary your choices among these foods as each has distinct nutritional advantages. For example, red meats and oysters are good sources of zinc. Liver and egg yolks are valuable sources of vitamin A. Dry beans, dry peas, soybeans, and nuts are worthwhile sources of magnesium. The flesh of fish and poultry is relatively low in calories and saturated fat. Seeds (sunflower, sesame, for example) contribute polyunsaturated fatty acids which are an essential part of a balanced diet.

Cholesterol, like vitamin B_{12}, occurs naturally only in foods of animal origin. All meats contain cholesterol, which is present in both the lean and the fat. The highest concentration is found in organ meats and in egg yolks. Fish and shellfish, except for shrimp, are relatively low in cholesterol. (Dairy products also supply cholesterol.)

IS GETTING ENOUGH IRON A PROBLEM?—It can be, particularly for young children, teenage girls, and women of childbearing age.

Remember—meats are reliable sources of iron. So are whole grain and enriched breads and cereals, dry beans, and dry peas, but the body can make better use of the iron these foods provide if they are eaten at the same time as a good source of vitamin C (orange juice, for example) or along with meat.

Vegetable-Fruit Group III

A person needs four basic servings daily.

You should include one good vitamin C source each day. Also include deep yellow or dark green vegetables (for vitamin A) and unpeeled fruits and vegetables and those with edible seeds, such as berries (for fiber).

WHAT'S A SERVING?—It includes all fruits and vegetables. Count 1/2 cup as a serving, or a typical portion—one orange, half a medium grapefruit or cantaloupe, juice of one lemon, a wedge of lettuce, a bowl of salad, and one medium potato.

NUTRITIVE VALUE.—This group is important for its contribution of vitamins A and C and fiber, although individual foods in this group vary widely in how much of these they provide. Dark green and deep yellow vegetables are good sources of vitamin A. Most dark green vegetables, if not overcooked, are also reliable sources of vitamin C, as are citrus fruits (oranges, grapefruits, tangerines, lemons), melons, berries, and tomatoes. Dark green vegetables are valued for riboflavin, folacin, iron, and magnesium as well. Certain greens—collard, kale, mustard, turnip, and dandelion—provide calcium. Nearly all vegetables and fruits are low in fat, and none contain cholesterol.

Bread-Cereal Group IV

A person needs four basic servings daily.

You should select whole grain and enriched or fortified products. (But include some whole grain bread or cereals for sure!) Check labels.

WHAT'S A SERVING?—It includes all products made with whole grain or enriched flour or meal; bread, biscuits, muffins, waffles, pancakes, cooked or ready-to-eat cereals, cornmeal, flour, grits, macaroni and spaghetti, noodles, rice, rolled oats, and barley.

Count as a serving 1 slice of bread; 1/2 cup to 3/4 cup of cooked cereal, cornmeal, grits, macaroni, noodles, rice, or spaghetti; or 1 ounce of ready-to-eat cereal.

WHAT'S IN IT FOR YOU?—These whole grain or enriched foods are important sources of B vitamins and iron. They also provide protein and are a major source of this nutrient in vegetarian diets. Whole grain products, in addition, contribute magnesium, folacin, and fiber.

Most breakfast cereals are fortified at levels higher than those occurring in natural whole grain. In fact, some fortification adds vitamins not normally found in cereals (vitamins A, B_{12}, C, and D). However, even these cereals, if refined, and other refined products (enriched or not) may be low in some other vitamins and trace minerals, which are partially removed from the whole grain in the milling process and are not added. For this reason, it's a good idea to include some less refined or whole grain products in your menu.

MENU PLANNING

Menu planning in the Navy means devising meals that are nutritionally adequate and acceptable to the patrons. The term *providing for food needs* means that enough nourishing

food must be served to satisfy the needs of the patrons and that this food must be attractive and acceptable to these personnel. This service must be accomplished consistently under varying afloat and ashore operating conditions in widely different geographic locations, using the foodservice capabilities of your ship or station.

THE MENU PLANNER

The skill of the menu planner is reflected in the meals served in the Navy. Developing skill in appraising operating conditions, food acceptance, and food supplies in terms of potential meals is a demanding and responsible task. To accomplish these tasks, you must develop the following skills:

- Gain basic knowledge of menu-planning principles
- Balance meals in nourishing and attractive combinations of foods
- Keep food costs within justifiable limitations and prescribed monetary allowances
- Plan for efficient food supply management and logistics

Flexibility and adaptability are essential to the proper planning of meals. Rarely will you be able to use standard menus. The foods that are written into your ship's menu must vary as operating conditions vary. Even ships of the same type as yours, operating under the same conditions and in the same area, probably could not use exactly the same menus. The ability to adapt menus is a skill you must acquire.

TOOLS AND GUIDES IN MENU PLANNING

The most important sources of guidance for menu planning are described in this section.

Foodservice Operations (NAVSUP P-421)

Navy menus should be planned according to the principles of menu planning set forth in the publication *Foodservice Operations* (NAVSUP P-421). In the menu planning and nutrition education chapters of this publication, guidelines for Navy general messes are given that will meet the nutritional standards established by the Surgeon General. Menu planning principles in *Foodservice Operations* are revised when nutrient standards are revised by the triservice nutritional standards regulation (*Nutritional Standards and Nutrition Education*, AR-40-25, BUMEDINST 10110.3E, AFR 160-95). These military recommended dietary allowances (MRDA) are adapted from the most current National Academy of Sciences/ National Research Council publication *Recommended Dietary Allowances*. Nutritional science is in a growth phase. New guidelines are based on new understandings of the relationship of nutrition and health.

Standards of Foodservice (NAVSUPINST 4061.11E)

Section I of this instruction, "Menu Planning and Food Preparation," establishes updated menu planning standards that can be attained by all Navy general messes to assure wholesome, nutritious meals.

Armed Forces Recipe Service (NAVSUP P-7)

The Armed Forces Recipe Service (NAVSUP P-7) consists of a file of approximately 1,800 recipes and recipe variations printed on 5- by 8-inch cards. The cards are color-coded to facilitate identification. The Armed Forces Recipe Service (AFRS) includes color photographs of certain recipe finished products, guideline cards, and line drawings of bread and sweet roll makeup procedures. The recipes are standardized to generally yield 100 portions and include efficient preparation techniques The Index of Recipes, an adjunct to the AFRS, is a compact list of all recipes contained in the recipe service Continuous use of the Index of Recipes in planning menus will help avoid menu monotony and will provide ideas for new menu combinations Commands are encouraged to send their favorite recipes to the Navy Food Service Systems Office for consideration for inclusion in the AFRS. All recipes are tested and evaluated for militarywide acceptability and adaptability.

The AFRS is a basic tool for requisitioning and planning workloads. Cost records for individual recipes and recipe acceptability factors may be added to the recipe cards. Recipe cards are also used to obtain a plan for the most efficient use of galley equipment. The use of local recipes is encouraged. Local recipes should be in

AFRS format and approved by the food service officer.

Navy Food Service

The publication *Navy Food Service* (NAVSUP P-476) is a quarterly publication of the Navy Food Service Systems Office and is distributed to all activities having general messes. The publication contains useful information on commodities, equipment for galley use, general mess modernization, revisions to publications, suggested special event or holiday menus, nutrition, sanitation, training, hints on food preparation, foodservice operations, menu planning, and recordskeeping.

Supplies to Requisition

Recipes provide information that can be used in advance menu planning from the standpoint of food supplies required to produce a meal, a day's meals, or 7 days' meals. Recipes are based on 100-portion quantities. This is a workable figure that is suitable for either increasing or decreasing the number of portions required to feed a given number of people. This adjusted figure is then used to determine the quantities of food that need to be requisitioned and to tell the Mess Management Specialist how many portions need to be prepared, and so on.

Planning Workloads

The use of recipes is essential in plotting time schedules for the Mess Management Specialists and others who are concerned with food preparation. Recipes are also used to obtain a plan for the most efficient use of galley equipment.

Food Acceptability

Customer acceptability of the menu is a major goal of the menu planner. There is no set pattern to indicate what foods the patrons will eat and enjoy An individual's food tastes may be influenced by many factors, such as likes and dislikes before entering the service, the foods one has learned to eat and enjoy during a service career, the group of friends one eats with at mealtime, and so forth. The menu planner must know the customers so that the meals planned will be well accepted. The following are ways that the menu planner can determine the acceptability of specific foods in the mess.

FOOD ACCEPTANCE FACTORS.—A food acceptance factor is one that expresses the percentage of people who eat a particular dish. To obtain an acceptable factor for individual menu items, divide the number of portions of the item served by the number of patrons in attendance at the meal.

Keep a record of menu item acceptance on the Food-Preparation Worksheet (NAVSUP Form 1090), the individual recipe card, or the Index of Recipes.

An acceptance factor is a valuable index of the popularity of menu items and should be used for this purpose after an item has been tested at several meals. Acceptance factors for the same menu item may vary from meal to meal. Different combinations of foods on a menu, different weather, or varying appetites may alter the acceptance of an item. A more accurate acceptance factor may result by averaging figures obtained for a particular menu over a period of time.

WASTE AS AN INDICATOR.—Another way to determine acceptability is to keep a systematic check on plate or tray waste. This should be recorded on the Food-Preparation Worksheet. (See figs. 7-1A and B.)

Good food acceptance means less plate waste and fewer leftovers to account for in planning future meals Even popular foods may become monotonous if served too often

FOOD PREFERENCE RATINGS.—The fact that the patrons will take or accept items on the serving line does not prove that these are their preferred foods; they may take it merely because they have no better choice.

Food preferences or attitudes toward foods may be determined by several approaches One approach is to solicit written opinions from the crew in regard to items or classes of foods when you have doubts about their relative popularity. A questionnaire may be developed on which the patrons indicate their preference for various items. The manner in which the foods are described, the instructions given with the questionnaire, and where and when it is filled out are important factors to consider if you are to obtain good reliable data.

The most commonly used food preference questionnaire is a rating scale given to each person attending the meal or at some other appropriate time. This type of questionnaire is easily tabulated and is reliable because checking

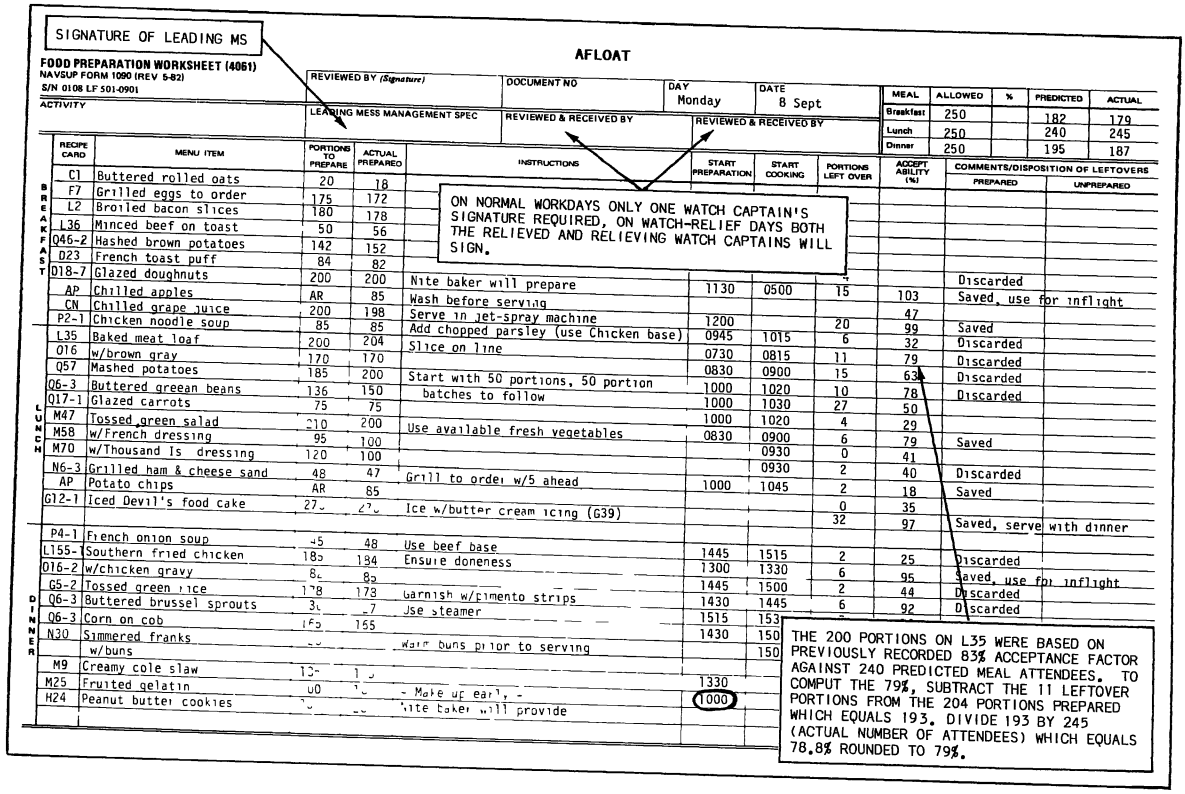

SIGNATURE OF LEADING MS
AFLOAT
FOOD PREPARATION WORKSHEET (4061)
NAVSUP FORM 1090 (REV 5-82)
S/N 0108 LF 501-0901
REVIEWED BY (Signature)
DOCUMENT NO
DAY Monday
DATE 8 Sept
ACTIVITY
LEADING MESS MANAGEMENT SPEC
REVIEWED & RECEIVED BY
REVIEWED & RECEIVED BY
MEAL ALLOWED % PREDICTED ACTUAL
Breakfast 250 182 179
Lunch 250 240 245
Dinner 250 195 187
RECIPE CARD | MENU ITEM | PORTIONS TO PREPARE | ACTUAL PREPARED | INSTRUCTIONS | START PREPARATION | START COOKING | PORTIONS LEFT OVER | ACCEPT ABILITY (%) | COMMENTS/DISPOSITION OF LEFTOVERS PREPARED | UNPREPARED
BREAKFAST
C1 Buttered rolled oats 20 18
F7 Grilled eggs to order 175 172
L2 Broiled bacon slices 180 178
L36 Minced beef on toast 50 56
Q46-2 Hashed brown potatoes 142 152
D23 French toast puff 84 82
D18-7 Glazed doughnuts 200 200 Nite baker will prepare 1130 0500 15 Discarded
AP Chilled apples AR 85 Wash before serving 103 Saved, use for inflight
CN Chilled grape juice 200 198 Serve in jet-spray machine 47
P2-1 Chicken noodle soup 85 85 Add chopped parsley (use Chicken base) 1200 20 99 Saved
LUNCH
L35 Baked meat loaf 200 204 Slice on line 0945 1015 6 32 Discarded
Q16 w/brown gray 170 170 0730 0815 11 79 Discarded
Q57 Mashed potatoes 185 200 Start with 50 portions, 50 portion 0830 0900 15 63 Discarded
Q6-3 Buttered greean beans 136 150 batches to follow 1000 1020 10 78 Discarded
Q17-1 Glazed carrots 75 75 1000 1030 27 50
M47 Tossed green salad 210 200 Use available fresh vegetables 1000 1020 4 29
M58 w/French dressing 95 100 0830 0900 6 79 Saved
M70 w/Thousand Is dressing 120 100 0930 0 41
N6-3 Grilled ham & cheese sand 48 47 Grill to order w/5 ahead 0930 2 40 Discarded
AP Potato chips AR 85 1000 1045 2 18 Saved
G12-1 Iced Devil's food cake 27- 27- Ice w/butter cream icing (G39) 0 35
32 97 Saved, serve with dinner
DINNER
P4-1 French onion soup 45 48 Use beef base
L155-1 Southern fried chicken 185 184 Ensure doneness 1445 1515 2 25 Discarded
Q16-2 w/chicken gravy 8- 8- 1300 1330 6 95 Saved, use for inflight
G5-2 Tossed green rice 178 178 Garnish w/pimento strips 1445 1500 2 44 Discarded
Q6-3 Buttered brussel sprouts 3- -7 Use steamer 1430 1445 6 92 Discarded
Q6-3 Corn on cob 155 155 1515 153
N30 Simmered franks 1430 150
w/buns Warm buns prior to serving 150
M9 Creamy cole slaw 13- 1-
M25 Fruited gelatin 00 -- Make up early -
H24 Peanut butter cookies -- -- Nite baker will provide 1330 1000
ON NORMAL WORKDAYS ONLY ONE WATCH CAPTAIN'S SIGNATURE REQUIRED, ON WATCH-RELIEF DAYS BOTH THE RELIEVED AND RELIEVING WATCH CAPTAINS WILL SIGN.
THE 200 PORTIONS ON L35 WERE BASED ON PREVIOUSLY RECORDED 83% ACCEPTANCE FACTOR AGAINST 240 PREDICTED MEAL ATTENDEES. TO COMPUT THE 79%, SUBTRACT THE 11 LEFTOVER PORTIONS FROM THE 204 PORTIONS PREPARED WHICH EQUALS 193. DIVIDE 193 BY 245 (ACTUAL NUMBER OF ATTENDEES) WHICH EQUALS 78.8% ROUNDED TO 79%.

Figure 7-1A —Preparation of an afloat Food-Preparation Worksheet (NAVSUP Form 1090).

90.96

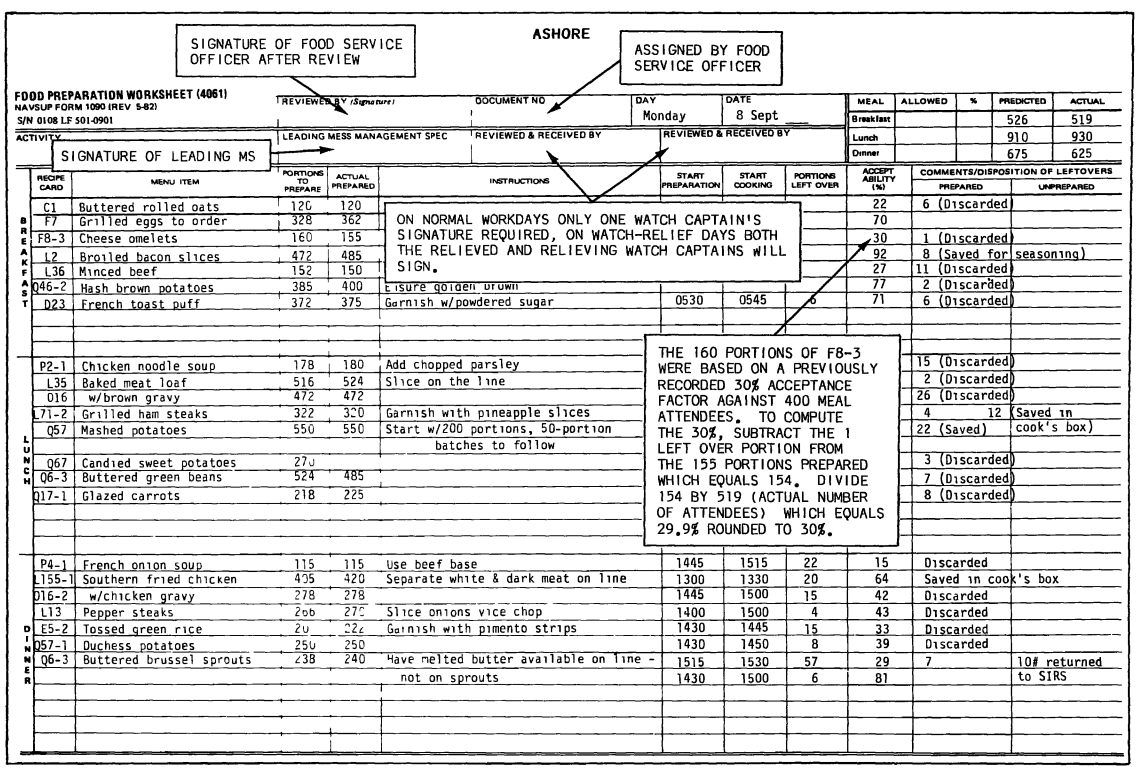

SIGNATURE OF FOOD SERVICE OFFICER AFTER REVIEW
ASHORE
ASSIGNED BY FOOD SERVICE OFFICER
FOOD PREPARATION WORKSHEET (4061)
NAVSUP FORM 1090 (REV 5-82)
S/N 0108 LF 501-0901
REVIEWED BY (Signature)
DOCUMENT NO
DAY Monday
DATE 8 Sept
ACTIVITY
LEADING MESS MANAGEMENT SPEC
REVIEWED & RECEIVED BY
REVIEWED & RECEIVED BY
SIGNATURE OF LEADING MS
MEAL ALLOWED % PREDICTED ACTUAL
Breakfast 526 519
Lunch 910 930
Dinner 675 625
RECIPE CARD | MENU ITEM | PORTIONS TO PREPARE | ACTUAL PREPARED | INSTRUCTIONS | START PREPARATION | START COOKING | PORTIONS LEFT OVER | ACCEPT ABILITY (%) | COMMENTS/DISPOSITION OF LEFTOVERS PREPARED | UNPREPARED
BREAKFAST
C1 Buttered rolled oats 120 120 22 6 (Discarded)
F7 Grilled eggs to order 328 362 70
F8-3 Cheese omelets 160 155 30 1 (Discarded)
L2 Broiled bacon slices 472 485 92 8 (Saved for seasoning)
L36 Minced beef 152 150 27 11 (Discarded)
Q46-2 Hash brown potatoes 385 400 Ensure golden brown 77 2 (Discarded)
D23 French toast puff 372 375 Garnish w/powdered sugar 0530 0545 6 71 6 (Discarded)
LUNCH
P2-1 Chicken noodle soup 178 180 Add chopped parsley 15 (Discarded)
L35 Baked meat loaf 516 524 Slice on the line 2 (Discarded)
Q16 w/brown gravy 472 472 26 (Discarded)
L71-2 Grilled ham steaks 322 320 Garnish with pineapple slices 4 12 (Saved in
Q57 Mashed potatoes 550 550 Start w/200 portions, 50-portion 22 (Saved) cook's box)
batches to follow
Q67 Candied sweet potatoes 270 3 (Discarded)
Q6-3 Buttered green beans 524 485 7 (Discarded)
Q17-1 Glazed carrots 218 225 8 (Discarded)
DINNER
P4-1 French onion soup 115 115 Use beef base 1445 1515 22 15 Discarded
L155-1 Southern fried chicken 405 420 Separate white & dark meat on line 1300 1330 20 64 Saved in cook's box
Q16-2 w/chicken gravy 278 278 1445 1500 15 42 Discarded
L13 Pepper steaks 260 270 Slice onions vice chop 1400 1500 4 43 Discarded
E5-2 Tossed green rice 20 22 Garnish with pimento strips 1430 1445 15 33 Discarded
Q57-1 Duchess potatoes 250 250 1430 1450 8 39 Discarded
Q6-3 Buttered brussel sprouts 238 240 Have melted butter available on line - 1515 1530 57 29 7 10# returned
not on sprouts 1430 1500 6 81 to SIRS
ON NORMAL WORKDAYS ONLY ONE WATCH CAPTAIN'S SIGNATURE REQUIRED, ON WATCH-RELIEF DAYS BOTH THE RELIEVED AND RELIEVING WATCH CAPTAINS WILL SIGN.
THE 160 PORTIONS OF F8-3 WERE BASED ON A PREVIOUSLY RECORDED 30% ACCEPTANCE FACTOR AGAINST 400 MEAL ATTENDEES. TO COMPUTE THE 30%, SUBTRACT THE 1 LEFT OVER PORTION FROM THE 155 PORTIONS PREPARED WHICH EQUALS 154. DIVIDE 154 BY 519 (ACTUAL NUMBER OF ATTENDEES) WHICH EQUALS 29.9% ROUNDED TO 30%.

Figure 7-1B.—Preparation of an ashore Food-Preparation Worksheet (NAVSUP Form 1090).

90.97

or circling a block is all that a person is required to do.

Food preference questionnaires can determine which single food items are most or least popular, their desired frequency of use on a menu, and what menu combinations are most or least liked. An example of how to canvass for opinions on single food items is given in figure 7-2. These food preference questionnaires should be updated periodically because tastes change, new personnel come aboard, and new items are procured. Another type of questionnaire used may prove beneficial to the menu planner and the Mess Management Specialists. This questionnaire is completed by the MS on watch concerning the meal just prepared. (See fig. 7-3.)

FOOD USAGE RECORDS.—A 42-day menu with valid acceptability factors can be used to estimate the requirements for a 45-day (42 actual) load out. Add one-third of initial requirements for a 60-day (56 actual) period. By doubling the initial requirement, the time can be extended to a 90-day (84 actual) period, etc. Type commanders establish operational endurance requirements; the 42-day cycle can be easily adapted to type commander's requirements.

A first consideration in advance menu planning should be balanced requisitioning. Past usage records help attain this balance by showing what is on hand and what items are needed. Planning calendars of stock rotation will prevent a rewrite of menus to incorporate surplus stocks of on-hand items. Items should be rotated on a regular basis, oldest stocks should be used first.

MENU BOARDS.—Menu-planning boards assist in planning menus that are based on crew preferences. There are two kinds of menu boards: (1) menu-planning boards that actually plan the menu within the foodservice division and (2) a

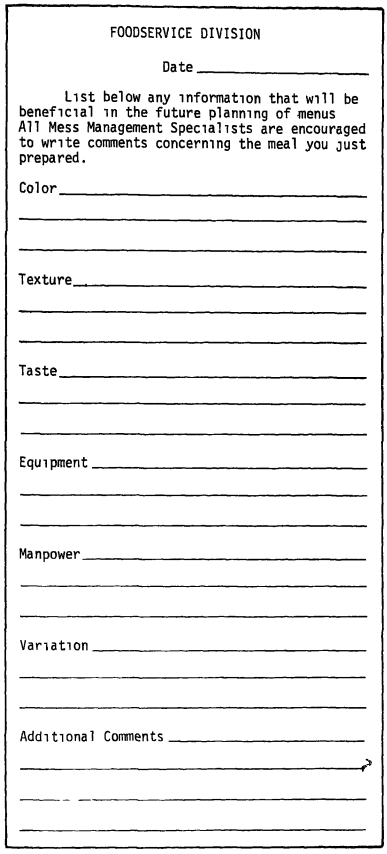
Circle one answer after each food.

	FOOD ITEM					
Not tried	Steamed frankfurters	Like very much	Like moderately	Neither like nor dislike	Dislike moderately	Dislike very much
Not tried	Pineapple and cottage cheese salad	Like very much	Like moderately	Neither like nor dislike	Dislike moderately	Dislike very much
Not tried	New England dinner	Like very much	Like moderately	Neither like nor dislike	Dislike moderately	Dislike very much
Not tried	Buttered green lima beans	Like very much	Like moderately	Neither like nor dislike	Dislike moderately	Dislike very much
Not tried	Scalloped potatoes	Like very much	Like moderately	Neither like nor dislike	Dislike moderately	Dislike very much

Adapted from "Food Acceptance Testing Methodology," Advisory Board on Quartermaster Research and Development, Committee on Foods, National Academy of Sciences, National Research Council, October 1954, p. 67.

90.8

Figure 7-2.—Sample food preference questionnaire.


FOODSERVICE DIVISION

Date _____

List below any information that will be beneficial in the future planning of menus All Mess Management Specialists are encouraged to write comments concerning the meal you just prepared.

Color _____

Texture _____

Taste _____

Equipment _____

Manpower _____

Variation _____

Additional Comments _____

90.83

Figure 7-3.—Foodservice division questionnaire.

menu-review board that functions in an advisory capacity.

The menu-planning boards act on major decisions affecting food supplies, on the selection of food choices commensurate with galley equipment, workload, and other administrative decisions. They must be composed of personnel with experience in foodservice. The menu-planning board consists of Mess Management Specialists from the foodservice division.

The menu-review board consists of personnel from all divisions on board. This board can bring in new ideas on menu planning. All commanding officers formulate their own policy as to the number of board members. Menu boards, their requirements and functions, are discussed in *Foodservice Operations*, NAVSUP P-421.

MENUS FOR EXTENDED CRUISES

The best guides for planning menus and determining loading requirements are accurate records of a ship's own past usage and menu plans or menu summaries of previous extended cruises. Usage data and menus used during extended cruises should be collected to provide a basis for balanced loading for future deployment.

The 45-day Subsistence Endurance Base (SEB) contained in *Foodservice Management*, NAVSUP P-486, volume I, is a guide that can be used with ship's usage data in planning menus and load lists for 60-, 75-, 90-, and 120-day operational endurances.

Menus not only affect the health and morale of the crew, but also directly affect the endurance of a ship. Endurance requirements vary among ship types and classes, and the amount of food storage space varies even between ships with identical complements. Proportionately smaller quantities of perishable foods are available on extended cruises, and this calls for increased use of semiperishables, particularly ration-dense foods.

ADJUSTING MEALS FOR CLIMATE

The menu is seasonal in the sense that plans are altered to include the special foods featured for each season. Foods in season have a higher quality, are usually cheaper, and are better flavored.

Adjusting Navy meals for the climate must also take into account the great variation in climatic conditions under which Navy ships and shore stations operate Menu plans should be made to suit the weather in which you are operating. Food needs differ, and appetites usually change with variations in temperature.

Crisp, cool, fresh foods are appealing to the patron in hot weather. Heavier, heartier foods such as hot soups, stews, and hot cereals are welcomed in cold weather. Fresh fruits and vegetables are at their highest quality and lowest

price at seasonal peak. In hot weather, a variety of beverages, including fruit juices, should be available.

Storage Facilities

Limited stowage space, especially on small craft deployed on long cruises, prevents the use of many perishable food items. Menus for these activities should plan to use custom foods extensively in order to use the storage space to the best advantage. Menus for such cruises should be planned well in advance to ensure balanced stocks that will enable you to prepare nutritious meals.

The choice of preparation of foods to be served will also depend upon the galley equipment, the number of personnel to be fed, and the number of Mess Management Specialists on duty. Menus may be more elaborate if laborsaving equipment is available, and a sufficient number of Mess Management Specialists are on duty to allow for the preparation of last-minute items.

THINK THIN (LOW CALORIE) MENU PLANNING

There is a continual need for weight control programs to enhance the physical fitness and personal appearance of Navy personnel. The role of the foodservice division in meeting this need is providing lower calorie food choices. Some low calorie food choices include low calorie salad dressing; salads and relishes (raw vegetables); skim and/or low fat milk; fresh and/or canned fruit drained of syrup; lean meat, poultry, fish, or seafood without added high calorie sauces or gravies; a vegetable choice without added fat; and light desserts in smaller portions. Think thin menus are planned using the same principles and standards used for the general menu and should be based on the general menu. Think thin menus should include all the basic menu components while eliminating high calorie extras such as gravies, sauces, and toppings. Calorie content is influenced by preparation methods and portion size. Guidance on planning low calorie meals, low fat food preparation, and think thin portion size of AFRS recipes is contained in *Foodservice Operations*, NAVSUP P-421.

VARIETY AND EYE APPEAL

Foods that look good and foods that go well together always have an advantage over those that are less attractive, even though they may be equally well prepared and nutritious. Learn to choose and combine foods in such a way as to achieve variety and harmony, both in appearance and flavor.

The following suggestions will help you:

- Vary the methods of preparation of the food served. Carrots, for example, can be served raw, buttered, french fried, seasoned with lemon juice, or combined with peas.

- Consider the color of the food selected. Choose colors that look well together. Avoid too many foods of the same color at any one meal.

- Avoid the use of unsuitable colors for food. Serve interesting combinations of flavors. Combine mild and strong flavors but don't kill a delicate flavor with an unsuitable flavor combination. Avoid using the same flavor twice in the same meal.

- Combine different shapes as diced potatoes, sliced meats, and leafy vegetables.

- Do not plan all soft, dry, or moist foods for any one meal. Vary the texture.

- Review the cycle menu each time it is used. Generally, avoid having the same meal on the same day of every week

HOLIDAY AND SPECIAL MEAL CELEBRATIONS

Special meals for holidays or special meal celebrations (in general messes either afloat or ashore) provide opportunities for festivity among the crew A well-planned special meal adds interest and creates real enthusiasm among the Mess Management Specialists and crew, and it also builds morale.

Creative menus may be planned using foods traditionally associated with the holiday. Research through the Armed Forces Recipe Service and Navy Food Service files should supply new ideas.

Figure 7-4 is a calendar listing special occasions generally celebrated. It is included for a handy reference.

CYCLE MENU PLANNING SYSTEM

The cycle menu system is the menu rotation plan recommended for use in Navy general

January

1 New Year's Day

20 M.L. King, Jr 's Birthday

February

14 Valentine's Day

17 President's Day

March

17 St. Patrick's Day

April

Easter

May

Armed Forces Day

Mother's Day

30 Decoration or Memorial Day

June

Father's Day (3d Sunday in June)

July

4 Independence Day

August

None

September

Labor Day (1st Monday in September)

October

12 Columbus Day

November

11 Veterans' Day

Thanksgiving Day (4th Thursday in November)

December

25 Christmas Day

NOTE: Consult chaplain for other religious days

90.12

Figure 7-4.—Calendar of special holidays and religious days.

messes. The cycle menu is a series of menus planned to be used consecutively with some variations over a period of time A cycle menu, rotated with appropriate changes on a quarterly or seasonal basis, is recommended for Navy general messes They should be reviewed continuously to increase variety and eliminate unpopular dishes Cycle meals save time and are easier to analyze thoroughly and to perfect than those written on a weekly basis. Cycle menus also lend themselves to more forecasting of ration costs and requirements for requisitioning and daily food preparation.

In some messes a family night is offered once or twice a month. This affords the family and friends the opportunity to visit the command and enjoy a meal and pleasant conversation. It also stimulates morale, promotes good will, and makes family members feel more a part of the Navy.

PREPLANNING CYCLE MENUS

Developing a meat plan, frequency charts, and spacing patterns are necessary preplanning functions that ensure an acceptable, appealing menu that is also within the daily monetary allowance.

A meat plan, also called a meat block, shows the number of times the various types of meats (including breakfast meats), fish, poultry, and cheese are to be used each week on the cycle menu. This planned usage is directly related to the relative costs of these items, their relative popularity, and their availability. A planned pattern of usage during the cycle menu period will enable you to balance the use of expensive, moderately expensive, and inexpensive meat items.

The menu planner uses past menus that have known acceptability, the inventories of stocks on hand, and the FSC Group 89 Subsistence as guides for developing the meat plan. (See figs. 7-5A and B.) When the meats have been chosen, they are plotted on a frequency chart, spaced on a spacing pattern, and finally entered on the menu draft.

FREQUENCY CHARTS AND SPACING PATTERNS

Frequency charts and spacing patterns form the framework of the menu and, like the meat plan, are developed before the menu is drafted.

Frequency charts are developed for each major menu item or section, that is, the meat, poultry, fish entrees, potatoes or potato substitutes, vegetables, salads, desserts, soups, and breads that form the basic menu structure. These charts serve as the advanced plotting of what to feed at which meal (breakfast, lunch, or dinner) and how often.

Spacing patterns (see figs. 7-6A, B, and C) show when the item will be served. With a spacing pattern, the menu planner can plot a balanced distribution of food items so that there is an appropriate interval between the less popular items that are served, and so that the menus are not beef heavy or corn heavy

MONETARY ALLOWANCES

Economic factors invariably concern all menu planners. General messes are operated on a monetary ration allowance. The Navy Food Service Systems Office publishes a list of fixed unit prices quarterly. This is used in pricing food items issued to the messes and in the monetary values of the basic daily allowance, supplementary allowances, and special allowances. The value of the basic allowance is developed from the

CYCLE MENU MEATS

MEAT	1st WEEK			2nd WEEK			3rd WEEK			4th WEEK		
	B	L	D	B	L	D	B	L	D	B	L	D
BACON	2			2			2			2		
BEEF, BONELESS	2	6	3		8	2	2	7	2	2	10	1
BEEF, CORNED FROZEN					1				1			
BEEF, PATTIES		1		1								
BEEF, DRIED	1			1								
BEEF, LIVER												1
BOLOGNA					1					1		
CHICKEN,(RTC)		1	1			1			1			
CHICKEN, PRECOOKED												
CLAMS												1
COD												
DUCK												1
FLOUNDER								1				
FISH PORTIONS		1		1					1			1
FRANKFURTERS				1	1						1	2
HADDOCK					1							
HALIBUT								1				
HAM, PEAR SHAPED	1	1		1	1		1			1		
HAM,SECTIONED & FORMED		1			1		1					1
LAMB, ROAST						1						
LIVER, SAUSAGE				1								
LUNCHEON LOAF P & P												
LUNCHEON MEAT CANNED	1			1	1		2					
OYSTERS					1							
PEPPERONI									1			
PERCH					1							
PORK, BUTT			1			1						
PORK, LION					1				1			1
SPARE RIBS			1						1			
PORK SAUSAGE, BULK	1			1			1			1		
RABBIT		1										
SALAMI					1		1					
SALMON STEAKS											1	
SALMON CANNED									1			
SARDINES, CANNED												
SCALLOPS					1							
SHRIMP, PEELED		1			1			1				
SHRIMP, BREADED			1									
SHRIMP, DEHYDRATED												
TUNA		1										
TURKEY (RTC)		1	2						1		1	1
VEAL STEAKS			1		1	1			2		1	
VEAL ROAST			1									
TOTALS	8	15	11	10	22	6	10	10	12	7	14	10

90.84

Figure 7-5A.—Cycle menu meats.

CYCLE MENU VEGETABLES

VEGETABLES	1st WEEK			2nd WEEK			3rd WEEK			4th WEEK		
	B	L	D	B	L	D	B	L	D	B	L	D
ASPARAGUS		1							1			1
BEANS, GREEN		1	1		2							1
BEANS, KIDNEY		1							1			1
BEANS, LIMA						1			1			1
BEANS, PINTO					1	1		1			1	1
BEANS, WAX								1			1	
PORK AND BEANS					1							
BEANS, NAVY WHITE		1							1			
BEETS		1	1									1
BROCCOLI			1		1				1		1	
BRUSSELI SPOUTS			1					1	1			1
CABBAGE		1				1			1			1
CARROTS		1	1			1			1		1	
CAULIFLOWER		1	1		1	1		1				1
CORN C/S			1			1		1				
CORN W/K			1		1	1		1	1			
CORN ON COB												
EGGPLANT												
GREENS						1			1			1
OKRA			1									
PEAS		1	1			1		1			1	
PEAS, BLACKEYE		1				2						
POTATOLS, WHITE	3	5	5	3	7	5	4	4	7	3	4	7
POTATOES, SWEET		1				1		1				1
RUTABAGAS												
SAUERKRAUT						1						1
SPINACH						1					1	
SQUASH, SUMMER												
TOMATOES		1							1		2	
VEGETABLES, MIXED		1	1		1			1	1			1
BAKED BEANS	1			1		1			1			
RICE		1	1		1	1		1				
NOODLES		1										
HOMINY						1			1			1
SUCCOTASH			1		1						1	
PEAS AND CARROTS					1							
ONIONS AND MUSHROOMS					1							
ONIONS								1				
MACARONI											1	
HOPPING JOHN											1	

90.85

Figure 7-5B.—Cycle menu vegetables.

VEGETABLES ITEM 1/	1st Week 2/			2nd Week 2/			3rd Week 2/			4th Week 2/			5th Week 2/			6th Week 2/			Total Time Served 3/		
	B	L	D	B	L	D	B	L	D	B	L	D	B	L	D	B	L	D	B	L	D
Corn (10 meals)																					
Fresh																					
Frozen—on the cob																					
—whole grain																					
Canned—cream style						1			1			1			1			1			1
—whole grain			1			1			1			1			1			1			1
Onions																					
Dry																					
Dehydrated																					
Carrots																					
Fresh																					
Canned																					

1. "ITEM" Column: List major menu items and not recipe components (*such as flour*, salt, butter). This list reflects the food preferred and the varieties or forms in which the foods are available. As food preferences change or availability of certain items is altered, the foods listed may be adjusted.
2. "WEEK" Columns Each weekly column is divided into three columns representing breakfast (B), dinner (D), and supper (S). This breakdown assists in planning the distribution of the same major menu items among these meals over a 42-day period. If, over a six-week period, corn is planned for 10 meals, the chart shows: Frozen on the cob corn the 1st week, once at dinner, frozen whole grain corn, 2nd and 4th week, once at dinner, and 6th week, once at supper; canned corn, cream style, 1st week, once at supper, 3rd and 5th week, once at dinner; canned whole grain corn, 1st and 6th week, once at dinner, 4th week, once at supper.
3. "Total Times Served" Column—This is subdivided into three meals to assist in estimating breakout requirements. It indicates the number of times major menu items are served at specific meals over the 42-day period.

Figure 7-6A.—Sample vegetable frequency chart.

MEAT, FISH, POULTRY ITEMS	NUMBER MEALS/WEEK 1	2	3	4	5	6	TOTAL MEALS
DINNER, SUPPER							
BEEF							
OVEN ROAST	1		1		1		3
POT ROAST		1		1		1	3
SWISS STEAK	1		1		1		3
GRILLED STEAK			1			2	3
GROUND	2	1	1	2		2	9
PREFORMED PATTIES	1	2	2	1	2	1	9
DICED		1		1		1	3
LIVER	1		1		1		3
FRANKFURTERS		1		1		1	3
HAM							
CANNED		1		1		1	3
COOKED, FROZEN	1		1		1		3
PORK							
DICED			1			1	2
PORK LOIN		1		1			2
PORK CHOPS		1		1		1	3
SPARERIBS	1				1		2
VEAL							

Figure 7-6B.—Sample meat plan.

WEEK	MEAL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	B	BACON	SAUSAGE PATTIES	GRILLED HAM	CANNED LUNCHEON MEAT	BACON	GROUND BEEF	BACON
	L	GROUND BEEF	CANNED SALMON (COOKED BONELESS HAM	PREFORMED BEEF PATTIES	PORK ROAST	SWISS STEAK	FRANKFURTERS	CHICKEN TUT-UP
	D	PORK CHOPS	BEEF ROAST	BONELESS TURKEY	GROUND BEEF PEPPERONI (PIZZA)	HEARTH SHRIMP FISH PORTIONS, COOKED BONELESS HAM	POT ROAST	PREFORMED PATTIES
4	B	BACON	BREAKFAST STEAK	BACON	CORNED BEEF HASH	SAUSAGE PATTIES	BACON	CANNED HAM
	L	CANNED BEEF HASH	FRUCHMEL BEEF PATTIES	FISH PORTION, SALAMI, CANNED HAM, CHEESE CUBES)	DICED PORK	COOKED BONELESS HAM	DICED BEEF	BONELESS TURKEY
	D	SWISS STEAK	PORK SLICES	CHICKEN, CUT-UP	BEEF ROAST	LIVER, GROUND BEEF	PORK ROAST	POT ROAST
5	B							

1. SHOW THE CUT OR TYPE OF MEAT, FISH, OR POULTRY PLANNED FOR EACH MEAL, NOT THE RECIPE NUMBER.
2. PLAN AN EVEN DISTRIBUTION OF ENTREES TO PREVENT MENUS FROM BECOMING "PORK HEAVY" OR "BEEF HEAVY."

Figure 7-6C.—Sample meat spacing pattern.

standard Department of Defense Food Cost Index which contains a representative list of specific quantities of food items derived from the Navy Ration Law and the current Defense Personnel Support Center Price List. The basic daily food allowance is sufficient to feed a full daily ration under normal operating conditions. It is expected that, with proper management, an under expenditure will exist at the end of the accounting period. This requires effective menu planning, control of issues, correct inventory procedures, food conservation programs, and a daily review of ration costs.

DRAFTING MENUS

To do the best possible job in menu drafting the Navy menu planner needs a good working atmosphere in which to think. In addition, the sources of information mentioned earlier in this chapter—the meat plan, the frequency charts, and the spacing patterns that have been developed—are needed.

Most meals are planned around main dishes of meat, and other food items are planned to complement main dishes.

Use the standard Menu Draft (NAVSUP Form 1092) to build the week's menu (fig. 7-7). The menu planner has room for listing each menu item in a meal and has a column for the AFRS numbers to eliminate guesswork on the kind of food, the method of preparation, and the essential breakout data. Use standard symbols of abbreviations to achieve coordination between the jack-of-the-dust (or subsistence storeroom storekeeper) and galley personnel; for example, (f) for frozen, (cn) for canned, (dehy) for dehydrated, and (inst) for instant foods. Certain standard menu items, such as coffee, are printed on the draft to facilitate drafting.

The following steps illustrate the proper sequence in drafting major meal components:

Step 1—Main dishes, gravies, sauces, and accompaniments

Step 2—Potatoes, potato substitutes, and vegetables

Step 3—Salads

Step 4—Breakfast fruits and cereals

Step 5—Desserts

Step 6—Breads and breakfast pastries

Step 7—Soups and beverages (see fig. 7-7)

Accompaniments to menu items should be written alongside them as shown below, or may be written directly underneath them, space permitting.

Breakfast	Lunch or Dinner
Fruit or juice	Soup - crackers
Cereal - milk	Main dish - gravy or sauce
Main dishes	Potatoes
Breakfast pastry	Vegetables
Bread - butter	Salads and salad dressing
Jam - jelly	Bread
Beverages	Dessert
	Beverages

MEAT, POULTRY, AND FISH

Using information from the frequency chart and the spacing pattern, enter the meat, fish, or poultry entrees planned for each day on the menu draft form Introduce variety to the menu by the recipes selected for the preparation of each meat cut or poultry entree. For example, beef, pot roast on the frequency chart and spacing pattern, may be entered as L10-1 Ginger Pot Roast on the menu draft, and the next time this style of beef is repeated on the spacing pattern, it may be entered as L10-2 Yankee Pot Roast on the menu draft. Preplanning the entrees includes the selection of an alternative choice of meat when rabbit, fish, or liver is shown.

When all entrees for the cycle have been entered on each week's draft, it is good management to review the drafts to determine the following: (1) whether the proper variety and balance are maintained, (2) if higher portion cost entrees are balanced with lower portion cost entrees, and (3) if preparation of the entrees is within the capabilities of galley personnel and equipment.

VEGETABLES

Frequency charts are developed for both potatoes or potato substitutes and vegetables in

MONDAY	RECIPE	TUESDAY	RECIPE	WEDNESDAY
STEP 4		CHILLED PEAR HALVES		
ASSORTED READY-TO-EAT CEREAL		ASSORTED READY-TO-EAT CEREAL, HOT FARINA	E2	ASSORTED READY-TO-EAT CEREAL
STEP 7		CHILLED ORANGE JUICE	C6-2	
FRESH MILK		FRESH MILK		FRESH MILK
STEP 1		EGGS TO ORDER		
		FRENCH TOAST	D22	
		MAPLE SYRUP/HONEY		
		GRILLED BACON	L2-2	
		BAKED SAUSAGE PATTIES	L89-1	
		TOAST/BUTTER		
STEP 6		CINNAMON RAISIN ROLLS	DG7-3	
JAM JELLY		JAM JELLY		JAM JELLY
COFFEE - TEA		COFFEE - TEA		COFFEE - TEA
STEP 7		VEGETABLE SOUP	P-7	
		SALTINES - CROUTONS	D16	
STEP 1		ROAST TURKEY	L143	
		GINGER POT ROAST	L10-1	
		BROWN GRAVY	D16	
STEP 2		SAVORY BREAD DRESSING	D21	
		STEAMED RICE	E5	
		GLAZED CARROTS	Q17-1	
		CORN O'BRIEN	Q27-1	
STEP 3		SALAD BAR 1 PASTRY BAR 1		
STEP 5		CRANBERRY SAUCE		
STEP 7		CHILLED LEMONADE	CB	
ASSORTED BREADS STEP 6		ASSORTED BREADS		ASSORTED BREADS
BUTTER		BUTTER		BUTTER
COFFEE - TEA - MILK - SODA		COFFEE - TEA - MILK - SODA		COFFEE - TEA - MILK - SODA
STEP 1		BARBECUED HAM STEAKS	L70-1	
		MEAT LOAF	L55	
		BARBECUE SAUCE	D7	
STEP 2		FRENCH FRIED POTATOES	Q45-1	
		BUTTERED GREEN BEANS	Q6-3	
		STEWED TOMATOES	Q73	
STEP 3		SALAD BAR 1 PASTRY BAR 1		
STEP 5		CHILLED FRUIT PUNCH	C6	
STEP 7				
ASSORTED BREADS STEP 6		ASSORTED BREADS		ASSORTED BREADS
BUTTER		BUTTER		BUTTER
COFFEE - TEA - MILK - SODA		COFFEE - TEA - MILK - SODA		COFFEE - TEA - MILK - SODA

48.26

Figure 7-7.—Menu draft.

conjunction with the meat frequency charts so that the items selected will complement the meat, fish, or poultry item planned for each day. Entering the potato or potato substitute and vegetables on the menu draft is the second step in menu planning. Variety of preparation of the entree items should be introduced on the menu by the selected recipe card.

SALADS AND SALAD DRESSING

The Armed Forces Recipe Service offers many varieties of salads and kinds of salad dressings, as well as recipes for relishes. These numerous recipes are a fine foundation for a varied bar of consistently high quality. An array of salads and relishes can be prepared from the excellent variety of fresh, frozen, and canned fruits and vegetables available.

When you are selecting salads for the menu, planning is needed to achieve variety and to avoid costly leftovers. Because the salad bar generally offers some variety, there is a temptation to offer the same assortment daily. With good planning, changes from day to day can be achieved.

When you are planning for salads and relishes, there are several factors to consider: (1) seasonal availability for procurement, (2) temperature and climate, (3) equipment and labor, and (4) combinations of salad ingredients.

Select a salad dressing suited to the salad ingredients on which it is to be used. Use tart dressings with bland-flavored salads. Consult your *Foodservice Operations* (NAVSUP P-421) for ideas.

BREAKFAST FRUITS AND CEREALS

Steaming hot cooked cereals are a welcome and warming component of a hearty breakfast in cold weather. Warmer climates and higher temperatures tend to swing the popularity pendulum toward dry, ready-to-eat cereals.

Offer a choice of fruit and juice each day to ensure that a good source of vitamin C is available to the patrons. Either the fruit or the juice should be citrus or tomato. In addition, fruits can be used to introduce variety on the menus; for example, raisins in oatmeal or rice, blueberries in pancakes, and apples as apple fritters.

DESSERTS

Desserts must be individualized to each meal just as other menu components, taking into account the patrons' preferences and other factors influencing the menu, such as climate, cooking facilities, and the skills of the personnel.

Desserts are classified as light, medium heavy, or heavy. Plan to use the one that goes best with the rest of the meal. If the meal includes hearty salads and creamed vegetables, a light dessert, such as fruit cup or flavored gelatin, is more appropriate than a medium heavy one (puddings or ice cream and cookies) or heavy desserts (cakes and pies). Balance out the day's dessert by planning a light dessert (chilled pear halves and oatmeal drop cookies) with a heavy dinner at noon and a heavy dessert (spice cake with lemon cream icing) with a light supper. One heavy dessert daily, especially one that must be baked the same day it is to be served, is sufficient for most messes.

To ensure a variety of dessert choices in your menus, make maximum use of mixes, ice cream, prepared pie fillings, gelatin desserts, and other convenience foods.

A caution that must be observed, however, in planning desserts is avoiding a repetition of the same flavors. It is easy to miss hidden flavor repetitions when breakfast juices and dinner and supper salads contain fruit. Watch for these duplications in dessert planning.

BREADS AND BREAKFAST PASTRIES

Piping hot yeast rolls and quick breads dress up a meal any day of the year Hot breads can play an important role in balancing cold meals.

When you write a menu, be realistic. If baking facilities are limited or if inexperienced Mess Management Specialists have not yet fully developed their baking skills, you should limit baking items.

SOUPS

The soup is one of the last items planned for a lunch or dinner menu. This sequence in menu planning is not based on the relative importance of soup to a menu, but rather on its relation to other menu items. Soups are classified as light, heavy, creamed, and chowder, and as with dessert items are selected to balance and complement the menu. The number of times a soup is offered each day or each week should be based on the crew's acceptance of soup. If the acceptance of soup is high and you feel justified in including it on the menu at both lunch and dinner meals, plan to serve a different soup at each of these meals.

Make maximum use of dehydrated soups and canned condensed soups in order to offer a variety on the menu. Leftover soups are highly subject to contamination; consequently, they create a health hazard. Fresh soup should be prepared for each meal.

BEVERAGES

The beverage component of menus includes coffee or tea. Milk is very nutritious and deserves a permanent place on the menu. It can be served chilled, plain, or flavored, or in hot cocoa as a cold weather beverage. Coffee and tea are not necessary for good health, and offering another choice for either beverage is acceptable.

Iced beverages added to the menu during warm weather are refreshing and provide an enjoyable change from the steady consumption of hot coffee or tea during the winter months. All iced fruit beverages in the Armed Forces Recipe Service contribute additional vitamins and minerals, as well as energy from the sugar they contain. Avoid overuse of the same juices or fruit beverages on the weekly menus. Milk shake machines and carbonated soda dispensers may be used in the mess also.

RECORDING THE MENU

The Menu Draft (NAVSUP Form 1092) should be carefully checked and edited for accurate recipe numbers as well as for correct recipe titles and should then be presented to the food service officer for analysis. The food service officer analyzes the menu to ensure that it is nutritionally balanced and reflects sound management with respect to personnel, food supplies, and food preparation equipment. The NAVSUP Form 1092 should be returned to the leading Mess Management Specialist (approved or with noted changes) for typing on the General Mess Menu (NAVSUP Form 1080) NAVSUP Form 1092 should be retained for use in preparing recipe number lists and instructions on the daily Food-Preparation Worksheet (NAVSUP Form 1090)

When you use the NAVSUP Form 1090, recipe numbers should be eliminated from the NAVSUP Form 1080.

The NAVSUP Form 1080 is signed by the leading Mess Management Specialist in the PREPARED BY block, by the food service officer in the first APPROVED block, and then submitted to the commanding officer or the designated representative for approval and signature in the second APPROVED block. Menus may be submitted for command approval each week, or the cycle menu may be submitted in its entirety quarterly, seasonally, or when a new cycle menu is prepared.

The food-preparation worksheet is a very important document and should be properly maintained. This form serves as a written directive between the leading Mess Management Specialist and the personnel on watch. A food-preparation worksheet should be prepared for each space in which food is prepared.

The food-preparation worksheet will prove its worth to you when you form the habit of using it because it provides the following information and guidance:

It will reveal the strengths and weaknesses of the menu. When the preparation of the daily menu is plotted on a worksheet, weaknesses and bottlenecks stand out vividly. For example, you may find that all menu items are to be prepared in the same three steam-jacketed kettles or that the three main menu items are to be oven-prepared, each item requiring a different oven temperature.

It will help you plan and organize the work to be performed by your subordinates. The information written in START PREPARATION, START COOKING, and NUMBER OF BATCHES columns will help subordinates to plan their work. Careful planning eliminates the problem of having too much food prepared ahead of serving time.

It will help you to supervise the work performed by your subordinates. The worksheet is a written directive. It is your way of communicating instructions concerning the preparation of the day's menu to subordinates. You cannot depend on your memory nor can you expect subordinates to depend on their memory.

It will help you to train subordinates who will be responsible for a galley operation in the future. Discuss the worksheet with your watch captains so that they will know exactly how the menu is to be prepared. Point out the supervisory techniques you want them to use in their working relations with the crew. After each meal, meet with your watch captain and key personnel to critique the meal. This is

the ideal time to discuss the acceptability of menu items and to record the acceptability on the worksheet. The critique session provides the information essential to promote efficient operations.

If your personnel are accustomed to following a worksheet, give the watch captains the experience of developing it. Let each watch captain prepare the worksheet on a monthly basis; plan the day's work, discuss premeal preparation, and hold postmeal critiques. Delegating the development of the worksheet to the watch captain is excellent training if the leading Mess Management Specialist is readily available to advise, guide, and monitor discussions and critiques.

It will serve as a means for establishing control of (1) issues to the general messes (the quantities posted on NAVSUP Forms 1059 or 1282 should agree with the quantities needed to prepare the number of portions specified), (2) the quantity of each menu item prepared, (3) the size portion served, and (4) leftover menu items. Completed worksheets on file provide the invaluable past history needed for establishing controls. The acceptability of menu items will determine the quantity to breakout, quantity to prepare, and any change in portion size.

MENU CHANGES

The commanding officer may grant written permission to the food service officer to make necessary changes in the approved menu. Such authorization may be furnished in the ship or supply department organizational manual. Under this authority the food service officer may make changes in the menu necessary to meet any emergency that might arise. At the discretion of the commanding officer, a weekly summary of menu changes made and the reasons for the changes are provided to the commanding officer at the time the forthcoming weekly menu is submitted for approval.

Each menu should include a notation at the bottom of the menu stating that "The food service officer is authorized to make changes to this menu when, due to unusual or unforeseen circumstances, it may be necessary to provide substitutions for food items not in stock or to permit timely use of perishable foods."

Menu changes should be kept to an absolute minimum and should not be made without advance approval by the food service officer.

FIELD ASSISTANCE FROM NAVY FOOD MANAGEMENT TEAMS

Excellence in foodservice is essential to the health and morale of Navy members and to the overall readiness of the operating forces. Because food is a major item of expense, utilization of the best food management, conservation, preparation, and serving practices is necessary. Navy food management teams, through on-the-job training of foodservice personnel and provision of expertise in the preparation and service of food, contribute significantly to improvement of the Navy foodservice program.

ORGANIZATION

Navy food management teams, sponsored by the Commander, Naval Supply Systems Command, are established as separate components of the Navy Food Service Systems Office. The Navy food management teams are directly responsible to the Navy Food Service Systems Office for performance of their mission to assist ships and ashore activities in raising the quality and standards of foodservice, thereby achieving economy and increasing efficiency. For military and administrative purposes, team members are assigned for additional duty to the host command.

MISSION

The mission of Navy food management teams, explained as follows, is to provide assistance, and no report of discrepancies is made to higher authority

1. Participating in an advisory assistance capacity in the operation of the local foodservice program by working with foodservice personnel, demonstrating proper techniques in all phases of foodservice (including management, production, service of food, sanitation, training, and accounting), and motivating foodservice personnel toward increased efficiency and effectiveness
2. Providing on-the-job training to foodservice personnel through the "do as I do" method of instruction, employing advanced training aids and techniques
3. Instilling management awareness in responsible foodservice personnel with special emphasis on high-quality food preparation, progressive cookery, proper serving techniques, foodservice safety precautions and operating procedures, fire prevention, sanitation, and personal hygiene

4. Inducing and stimulating professional pride in foodservice personnel

5. Reviewing the utilization of facilities, equipment, personnel, and other foodservice resources to evaluate realistically each general mess visited, identifying limitations that hamper accomplishment of the foodservice objective

6. Reviewing foodservice records, organization and operating manuals, financial returns, and so forth, for determination of compliance with the *Naval Supply Systems Command Manual* and current foodservice directives

7. Evaluating and assisting in implementing established Department of Defense, Navy, and command foodservice policies and procedures

8. Assisting in the developing of patron foodservice education programs to ensure that personnel understand the foodservice operation, especially conservation

9. Providing information on and demonstrating new developments in the foodservice and food items

10. Evaluating the practical application of foodservice techniques, imparted through technical and on-the-job training, programs of instruction and curricula and formal training, making recommendations accordingly to the Navy Food Service Systems Office

11. Exchanging ideas regarding foodservice operations with activities visited, and forwarding new ideas to the Navy Food Service Systems Office for dissemination to other Navy food management teams and field activities

12. Recording observations to provide a basis for follow-up actions to assist in resolving problems beyond the control of the local foodservice management personnel through better utilization of manpower and money assets

REQUESTS FOR NAVY FOOD MANAGEMENT TEAM ASSISTANCE VISITS

Activities are encouraged to request foodservice training assistance visits. A team visit usually lasts for 2 weeks, but shorter visits may be arranged if operating schedules or scope of foodservice operations dictate; i.e , a ship desires a visit to address specific problem areas. Team visits normally will not be requested during yard overhaul, while underway, or before shakedown periods of newly commissioned ships, since maximum benefits are not derived during such periods. Those activities desiring assistance will submit a letter request, indicating two or more convenient periods for the visit, 1 to 3 months before desired visit dates. Requests will be forwarded to the following:

Commanding Officer
Navy Food Service Systems Office
Washington, DC 20374-1662

Advance liaison with the officer in charge of the Navy food management team within the designated area of responsibility is encouraged. The following information should be provided to the team before the visit:

1. Location of the ship during the requested dates

2. Summary data on the supply officer, food service officer, and leading Mess Management Specialist, such as rank/rate, name, date reported aboard, and projected rotation data

3. Any specific problem areas requiring special attention

4. Total number of Mess Management Specialists and foodservice attendants on board

5. Available government berthing if the visit is outside the team's home port

Navy food management teams also conduct training in the maintenance of general mess records and the preparation of general mess returns, provide assistance in monitoring the contractual messmen program, and participate in conducting the Ney Memorial Awards Program. Foodservice assistance is also provided to officers' and chief petty officers' messes afloat

REPORT OF VISIT

At the conclusion of each visit, the officer in charge of the Navy food management team will discuss informally the overall condition of the general mess with the commanding officer or a designated representative, the supply officer, the food service officer, and key foodservice personnel. In addition, the officer in charge of the team will submit a summary of the visit to the Commanding Officer, Navy Food Service Systems Office, via the commanding officer of the visited activity.

EXAMPLE OF LETTER REQUESTING FOOD MANAGEMENT TEAM ASSISTANCE

Department of the Navy
USS DUARTE (DD-901)
FPO San Francisco 96601

5224
Ser 00/008
15 Jan 1988

From: Commanding Officer, USS DUARTE (DD-901)

To: Commanding Officer, Navy Food Service Systems Office, Washington, DC 20374-1662

Subj: NAVY FOOD MANAGEMENT TEAM ASSISTANCE VISIT; REQUEST FOR

Ref: (a) NAVSUP Pub 486, Vol. I, Par. 7150-5
(b) Phoncon FSO, USS DUARTE/OIC, Food Management Team, San Diego, CA of 10 January 1988

1. In accordance with references (a) and (b), a Navy food management team assistance visit is requested during the period 15-30 April 1988. An alternate period is 1-15 May 1988.

R. G. DODSON

Copy to:
OIC, NFMT San Diego

SAVING A CHOKING VICTIM

SYMPTOMS OF CHOKING - 4 MINUTES TO LIVE

1. Victim may clutch at his chest or throat and attempt to rise.
2. The victim, though conscious, cannot speak – this is the real tip-off.
3. The victim will turn pale, then blue or black, and show distress.
4. The victim will soon collapse unless aided.

HERE'S WHAT YOU CAN DO:

STANDING OR SITTING VICTIM

UPWARD ABDOMINAL THRUST

1 STAND BEHIND VICTIM

2 WRAP ARMS AROUND WAIST FROM BEHIND

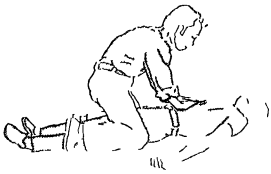
3. *MAKE FIST WITH ONE HAND – PLACE FIST* THUMB SIDE AGAINST ABDOMEN (BETWEEN NAVAL AND RIB CAGE)

4 CLASP FIST WITH FREE HAND. PRESS IN WITH A QUICK UPWARD THRUST. DO NOT SQUEEZE WITH ARMS – LET HANDS DO THE WORK

5 REPEAT SEVERAL TIMES IF NECESSARY

6 REMOVE EJECTED FOOD

COLLAPSED OR PRONE VICTIM



1 TURN VICTIM ON BACK

2. STRADDLE THIGHS

3. PLACE BOTH HANDS ONE ON TOP OF THE OTHER JUST BELOW DIAPHRAM

4 PRESS IN TOWARD THE CENTER WITH A QUICK UPWARD THRUST. IF VICTIM VOMITS QUICKLY TURN HEAD TO THE SIDE AND CLEAR MOUTH

5 REPEAT SEVERAL TIMES IF NECESSARY

6. REMOVE EJECTED FOOD

INFANTS OR TOTS

1 IF SMALL ENOUGH HOLD UPSIDE DOWN. IF NOT PLACE VICTIM ACROSS YOUR ARM OR LEG

2 STRIKE THE VICTIM SEVERAL TIMES IN RAPID SUCCESSION BETWEEN THE SHOULDER BLADES WITH THE HEEL OF YOUR HAND

(NOTE: THE RISKS ARE MINIMAL. HOWEVER SOMETIMES A RIB MAY BE BROKEN BY GRASPING TOO HIGH. BUT THE ALTERNATIVE IS DEATH OR IRREVERSIBLE DAMAGE.)

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CHAPTER 8

MANAGEMENT OF QUARTERS

Officer quarters afloat, bachelor officer quarters (BOQs) ashore, and bachelor enlisted quarters (BEQs) ashore are operated primarily to discharge the Navy's responsibility for providing essential lodging for active duty members. This chapter discusses the duties and responsibilities of the various personnel who are responsible for the operation of bachelor officer quarters ashore, bachelor enlisted quarters ashore, and officer quarters afloat.

OFFICER QUARTERS AFLOAT

The Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) is responsible for providing administrative and technical direction for officer quarters and messes afloat To discharge this responsibility, COMNAVSUPSYSCOM issues directives, issues letters of guidance, and provides training and assistance to operating personnel.

HABITABILITY

Officer quarters aboard ship (staterooms), like the wardroom, should exhibit maximum habitability Commanding officers usually require the highest standards of service and sanitation in the ship's staterooms; there is no ship so lacking in facilities, equipment, or personnel that minimum standards cannot be met. Within the limitations of funding, the careful use of supplies, equipage, and overhaul funds on allowed items should be exercised to obtain the maximum level of habitability. Improvisation with tender assistance may correct ship-design deficiencies. Since an officer's quarters are his seagoing home, he should not be reluctant to expend efforts toward the physical improvement of the wardroom/ stateroom.

EQUIPMENT

The allowances of equipment and furnishings tabulated in the ship's Consolidated Shipboard Allowance List (COSAL) are minimum required quantities dictated by the usage necessary to meet the prescribed standards of service. Basic necessities are available through the Navy supply system. When allowed items are not in stock (NIS) or when items are not listed in the COSAL, an open purchase may be requested from a shore activity

UTILIZATION OF MESS MANAGEMENT SPECIALISTS

MS personnel are responsible for performing the tasks associated with the management and operation of officer messes and quarters afloat.

MS personnel may perform housekeeping duties such as basic maintenance services and painting. Bed-making service is provided only to commanding officers, executive officers, unit commanders, and officers in paygrades O-5 and above or their equivalents Maintenance and cleaning of passageways and heads in officer country is also the responsibility of MS personnel As a part of the stateroom service, MSs will be required to pick up and deliver officers' laundry. Sorting and stowing of personal laundry is a responsibility of individual officers.

OFFICER REGISTRATION

In an ideal situation, the wardroom officer should be notified of the time of an officer's pending arrival. Normally, a new officer is assigned to a stateroom by the wardroom officer/ mess treasurer. In some ships, the stateroom of an outgoing officer will be occupied by the relieving officer. Registration procedure varies between ships, but in any case it is recommended that the Registration Record (NAVCOMPT Form 2104) be used for registering officers. The reverse side

of this form can be modified to record financial transactions between the officer and the wardroom mess, such as his payment of the monthly mess bill. The Registration Record is discussed in chapter 2 of *MS 3 & 2*.

As an MS1 or MSC assigned duty in a wardroom mess, you may be charged with the supervision of stateroom services afloat. As a supervisor, you are expected to manage and coordinate the activities of personnel who provide the stateroom services. Your duties may include but are not limited to the following:

- Planning the work schedule

- Developing efficient methods for cleaning and maintaining the staterooms using the limited cleaning equipment and supplies available

- Practicing proper inventory management of linen, supplies, and cleaning equipment

An efficient stateroom supervisor should be familiar with the location of each stateroom, the easiest route to the ship's laundry, laundry pickup schedules, and other things that might be of help in performing the job.

BACHELOR QUARTERS ASHORE

Bachelor quarters (BQs) are established to provide essential lodging for eligible personnel. The Chief of Naval Operations has assigned the responsibility for providing administrative and technical guidance for the operation of bachelor quarters to the Commander, Naval Military Personnel Command (COMNAVMILPERSCOM). To discharge this responsibility COMNAVMILPERSCOM issues directives and requires financial reports for BQ billeting funds. It also provides technical assistance and training for BQ officers and operating personnel. The Navy's commitment to operating effective BQs ashore may be summarized as follows

The Navy has an obligation to provide all authorized residents of Navy bachelor quarters with a healthful living environment located in clean, well-maintained, comfortable facilities. To meet this obligation, sufficient resources, including personnel, facilities, and funds, will be committed. Further, Navy bachelor quarters will be operated in a manner that will provide the residents with as much privacy, security, and freedom as is possible.

Navy bachelor quarters will be managed in a manner that conserves resources and protects the Navy's investment in facilities and personnel support equipment (PSE).

To provide the level of professional management necessary for Navy bachelor quarters, a trained core of managers is required. These managers will be drawn from all ratings, but the Mess Management Specialist rating will form the majority of this core.

As a Mess Management Specialist, you may be assigned duty in bachelor quarters ashore either in the BOQ or BEQ. Wherever or whatever your specific assignment, in order to perform effectively, you must be knowledgeable, possess leadership ability, be a manager, and have a good customer service orientation.

BACHELOR QUARTERS MANAGEMENT

The bachelor quarters management organization is centralized in Washington, DC under COMNAVMILPERSCOM (N-671), and is responsible for the following:

- Developing and implementing administrative procedures that pertain to Navy bachelor quarters

- Achieving the objectives of the Navy-wide personnel support facilities (PSF) within the overall objectives of the Military Construction Program

- Evaluating both the habitability, occupancy criteria, and design of bachelor quarters

- Developing policy that governs assignment, termination, and utilization of bachelor housing

- Providing liaison to the Chief of Naval Education and Training (CNET) with a view toward establishing and improving bachelor quarters management training

- Inspecting bachelor quarters operations by use of the management assistance and inspection teams to ensure compliance with OPNAVINSTs 11103.1, 11103.2A, 11103.3, and other applicable directives

- Providing beneficial suggestions and recommendations for improving living conditions,

reducing costs, and providing classroom and on-the-job training tailored to each command's needs

CLASSIFICATION OF PERSONNEL ASSIGNED DUTIES IN BACHELOR QUARTERS

When MS personnel are not readily available, officers, chief warrant officers, or other enlisted personnel may be assigned command supervision, management, and administrative billets in bachelor quarters. However, enlisted personnel in rotational pools are not permitted to perform housekeeping functions in BOQs, except at isolated bases having only military personnel aboard, and then only when approved by CNMPC (N-671).

CIVIL SERVICE PERSONNEL

Civil service employees are civilian employees paid from appropriated funds. They may be assigned duties in BQs where military personnel are not available. These duties may be BQ officer, BOQ/BEQ officer, or other positions if the commanding officer deems it necessary for the proper operation and management of the bachelor quarters. Information governing civil service employees can be found in the *Federal Personnel Manual.*

NONAPPROPRIATED FUND EMPLOYEES

Nonappropriated fund employees are civilian employees paid from nonappropriated funds. Additional information and requirements pertaining to nonappropriated fund employees are contained in SECNAVINST 5300.22A.

CONTRACT CIVILIAN EMPLOYEES

Contract civilian employees are not governed by any of the rules and regulations mentioned above. Compliance to the provision of the contract and any collective bargaining agreement applicable to employees performing on this contract is subject to the requirements of the Service Contract Act.

COMMANDING OFFICERS' RESPONSIBILITIES

Centralization of management refers to the direct management control of all bachelor quarters (less those assigned to the U.S. Marine Corps) by the commanding officer on whose real property account these buildings appear (see fig. 8-1) and to consolidation under one specific department (for example, administrative, supply, or personnel) in the chain of command. Under the management system, tighter control, better accountability, fuller occupancy of quarters, and further savings in resources can be realized.

Liaison must be established between the bachelor quarters officer and tenant representatives to discuss responsibilities, establish communications, and promote a cooperative atmosphere to improve conditions and habitability of the personnel concerned.

Responsibilities of the host CO are as follows:

- Development and implementation of rules and regulations

- Assignments and terminations, including issuance of all certificates of nonavailability and approval of all authorizations for payment of basic allowance for quarters (BAQ, single)

- Utilization of housing assets and preparation of inventory, occupancy, and utilization reports

- Review of all reports containing bachelor quarters information including cost, maintenance, and performance data

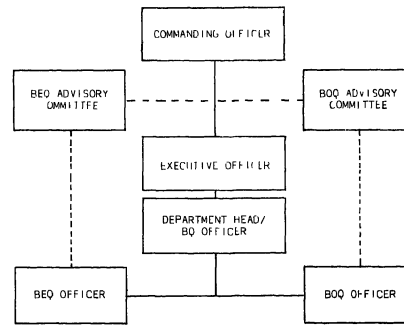

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Figure 8-1.—Bachelor quarters organizational chart.

- Control of issue, repair, and procurement of furnishings

- Coordination of utilities conservation efforts and facilities management activities

- Development of bachelor quarters requirements surveys, and development of program data

Responsibilities of the tenant CO are as follows:

- Support host command BQ regulations

- Participate in quarters inspections on a regular basis

- Provide self-help program for the improvement of bachelor housing

- Provide host with information as to personnel drawing single BAQ in compliance with host policies and procedures

- Inform BQ officer of troop movements

BQ ADVISORY COMMITTEE

The purpose of the BQ advisory committee is to give residents a direct line of communication to management and command without being diluted or filtered. The committee deals with many areas of resident involvement, some of which are as follows:

- Determining residents' likes or dislikes

- Hearing suggestions and complaints

- Fostering self-help programs

- Improving resident involvement

- Gaining resources for the BQ

- Organizing resident action

- Establishing command positions

- Helping reduce vandalism/theft problems

Membership in the BQ advisory committee must be voluntary and representative of a cross section of the occupants according to rank/rate, building, floor or wing, and so forth. (The committee chairman is selected from the group.) The meetings should be attended by the BQ officer and building petty officers (BPOs). BQ staff members should keep a low profile and do not have a vote. It may be beneficial to periodically invite the host commanding officer, executive officer, department heads, NEX officer, and so forth, to attend these meetings as observers. The meetings should be open to all hands who live in the quarters.

The meeting place, time, and date should be announced at least 1 week in advance. It is preferable to schedule it at a regular time, for instance, the first Monday of every month at 1800. The minutes will be forwarded to the commanding officer for comment via the chain of command. It is desirable that the commanding officer make comments as appropriate and return them to the residents. The minutes along with the commanding officer's comments should then be posted on the official bulletin board and in the BQ newsletter. The largest circulation possible is desirable.

The advisory committee is not intended to replace the normal chain of command. It should be used in conjunction with the chain of command to be beneficial. The advisory committee will not engage in management decisions or duties.

Bachelor Quarters (BQ) Officer

The commanding officer appoints a BQ officer who holds the position on a full-time basis. The BQ officer has the following authority and responsibilities:

- Management of the BQ assets

- Serves as communication link between public works, the executive officer, and the BOQ/BEQ officer

- Authority to request work for corrective and preventive maintenance

- Responsible for proper administration and operation of the central assignment and records desk (CARD)

- Responsible for providing accommodations that meet minimum adequacy standards

- Serves as the commanding officer's designated representative for the certification of nonavailability of quarters

- Prepares and submits budget for the operation of the bachelor quarters to the CO

- As appropriate, originates or provides input to all correspondence relating to the BQ operation, specifically BQ inventory, occupancy, and utilization reporting (OPNAVINST 11103.2A)

The BQ officer will be provided with an operating budget for the purchase of custodial equipment and supplies, office equipment and supplies, linen, and so forth.

When, in the opinion of the commanding officer, the affairs of the BOQ may be more efficiently handled by an experienced civilian with specialized education and technical knowledge in this field, a civilian may be employed. The civilian must have graduated from the bachelor quarters management course. The delegation of the duties of a civilian is set forth in writing and signed by the commanding officer.

Central Linen and Supply Storeroom Petty Officer

The central linen and supply storeroom (CLASS) petty officer is responsible to the BQ officer for the procurement, custody, and issuance of linens and cleaning supplies.

The CLASS petty officer has the following responsibilities:

- Orderly issuing all cleaning supplies and equipment for the bachelor quarters

- Processing requisitions for building petty officers and placing bulk orders

- Maintaining usage data by accurately documenting issues of supplies

- Ensuring proper issue/turn-in procedures are followed

- Ordering products that prove most effective and economical

- Controlling accountability, custody, and issues of linen

- Maintaining accurate linen inventory records

- Accounting for and replacing lost or worn-out linen

- Receiving and turning in linen to a cleaning contractor

- Ensuring that proper check-in and check-out procedures are followed

- Maintaining an accurate inventory record of personnel support equipment (PSE)

- Maintaining accurate record for all assets (less cash) of the bachelor quarters for budget input

Central Assignment and Records Desk (CARD)

To maximize the effective use of limited staffing resources, the establishment of a centralized assignment desk is strongly recommended. Where the presence of outlying quarters makes it impractical to maintain a central desk, a satellite desk is recommended. A further savings in manpower can be realized by locating both the linen issue and cleaning gear check-out point in one central area. The size of the BQ complex will determine the number of personnel required to meet these functions. The CARD personnel are responsible to the BQ officer.

As the CARD is one of the first places an incoming individual encounters, it is necessary that the CARD personnel be capable of providing a courteous and prompt berthing assignment in a service-oriented, responsive atmosphere. Since first impressions are often lasting ones, the CARD is the point at which the individual should be greeted and be issued the station welcome aboard pamphlet. It is the CARD clerk who should be able to answer incoming personnel inquiries pertaining to meal hours, base transportation, and so forth. Also, it is at this time that the residents should be advised as to their responsibilities while living in the quarters.

The CARD is the single contact point for the initial issue of linen, room assignments, and keys. Use of this method in the assignment of all bachelor enlisted and officers' quarters results in tighter control, better accountability, fuller utilization, and more accurate reporting of matters concerning the availability and capacity of quarters, such as the number of per diem authorizations granted.

When physical facilities do not permit guests and visitors access to the functional living area of the occupant, a special emphasis should be placed on the appearance of the CARD area, as it will serve as the locator and waiting or meeting area for the occupants and their guests.

The CARD clerk must have training, the necessary equipment, and a guide that specifies the list of duties. Each duty should be explained separately and should be broken down into its component parts.

The CARD clerk has the following responsibilities:

- Knows the charges that must be collected from certain categories of guests (BOQ operation only). List of charges should also be posted at the assignment desk.

- Handles service and other charge payments for the BQ billeting fund.

- Must be instructed on how to prepare and complete BOQ and BEQ registration cards.

- Must be courteous, tactful, and maintain a standard method to welcome the incoming residents. The CARD clerk must be familiar with and have read the *Navy Customer Service Manual* (NAVEDTRA 10119-B).

- Administers the provisions of OPNAVINST 11103.3 and all pertinent Navy and local BQ instructions.

- Provides check-in and check-out service 24 hours a day, 7 days a week.

- Maintains locator file, both alphabetically and by room assignment on all occupants.

- Assigns all personnel (permanent and transient) to adequate rooms or space according to the BQ occupancy plan.

- Prepares and compiles the Daily Utilization Worksheet.

- Coordinates and monitors public works trouble call logbook if a maintenance coordinator is not assigned.

- Maintains strict and accountable room key controls.

- During nonworking hours, the CARD clerk is the BQ officer's representative.

- Acts as cashier, handles all incoming funds, and cashes personal checks of the residents.

- Acts as custodian of all lost and found articles. Records should be maintained at the CARD. Periodically a list of items should be posted on the bulletin boards, publicizing items that have been found.

- If a number of items are sold at the CARD as a convenience to the patron, ensures that these items are available to meet the patron's requirements regardless of the hour that the patron may request this service.

Every effort should be made to furnish guests with information that will be helpful to them during their stay at the activity. Bulletin boards and comprehensive information brochures or welcome aboard pamphlets should be standard procedures in all BQs.

Welcome Aboard Pamphlets

It is the responsibility of the commanding officer to provide a welcome aboard pamphlet to all residents of the BQ who are reporting for permanent duty. This pamphlet will be the primary source of information for residents and will be provided during check-in To be effective, the welcome aboard pamphlet will be directed toward the BQ occupant and will be kept to a readable size The BPO will review the pamphlet with the new resident and will answer questions that may arise. To reduce costs, an information sheet may be provided to all personnel in a transient status

The below listed items are mandatory for a welcome aboard pamphlet.

- A copy of the BQ regulations

- A list of all services provided (exchanges, churches, special services, and so forth) and their hours of operation

- A base map

- Civilian and military transportation available and schedules of this transportation

- The phone numbers of all emergency and service organizations
- Any information regarding environmental factors, such as hurricane conditions, excessive hot or cold periods or seasons, possible flooding, dangerous animals, and so forth
- The warning signals for any emergency situation must also be given
- Applicable service charges for rooms

ADDITIONAL ITEMS.—Command should also consider including the following:

- Off-base recreation available
- A command letter of welcome
- A suggestion and complaint format (see fig. 8-2)

TRANSIENT INFORMATION SHEET.—When providing an information sheet for transients, the following must be included:

- Condensed version of the BQ regulations, especially as they apply to transient residents
- Services offered and hours of operations
- Transportation available and schedules
- Emergency phone numbers

SAMPLE FORMAT

BQ SUGGESTION SHEET

To: BQ OFFICER/MANAGER DATE: _____

From:
(Name and Rate) SSN Bldg # Room #

COMMENTS

To·
(Name and Rate) BQ/Room # Date:

(This portion to be completed by management)

(Explain what action was taken)

THANK YOU FOR YOUR EFFORT AND CONCERN

The Management

Figure 8-2.—Bachelor quarters suggestion sheet.

- Applicable service charges for rooms
- Base map

NOTE: Transient information sheets cost much less to produce than full welcome aboard pamphlets.

Suggestion Boxes

Suggestion boxes are a good means of establishing communication between residents and the BQ officer. At small commands these boxes should be located at the CARD. Large commands should place them in service areas such as vending areas, laundries, and so forth. The key to the suggestion boxes will be in the custody of the BQ officer. The BQ officer will ensure that each suggestion receives a personal or written response. (See fig. 8-2.) The success of the suggestion box is based primarily on providing positive feedback to the occupant. The suggestions should be discussed at the BQ advisory committee meetings and posted on the bulletin boards with appropriate comments. Consideration should also be given to publishing the suggestions and responses in the BQ newsletter. Suggestions should be forwarded through the chain of command to get the required actions.

Newsletters

The BQ newsletter is an excellent method for providing BQ residents with information on current events taking place in the BQ. The newsletter must be kept short, interesting, worth reading, and directed toward the residents. Some of the items that may be included in the newsletter are as follows:

- Minutes of BQ advisory committee meetings
- Suggestions or complaints and the action taken on them
- Projected BQ improvements
- BQ improvements accomplished

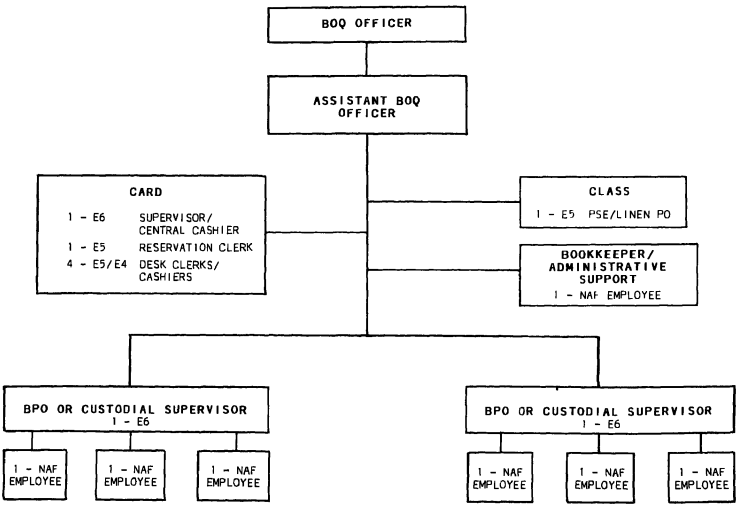

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Figure 8-3.—BOQ organization.

- New residents
- Ideas to improve living standards or solve problems

BOQ and BEQ Officers

The BOQ and BEQ officers are the direct representatives of the BQ officer, and as such, are responsible for the administration and management of the BOQ and BEQ. Figures 8-3 and 8-4 are provided to give an overview of both the BOQ and the BEQ organizational frameworks, starting with the above officers.

Generally, the BOQ and BEQ officers have the following similar responsibilities:

- Exercise overall supervision of the operation of the BOQ or BEQ, including budgeting and comprehensive advanced planning
- Serve as custodian of all records and property of the BOQ or BEQ
- Assign duties and supervise the work of the enlisted personnel and civilian employees engaged in the various activities of the bachelor quarters
- Establish a continuing training program for all operating personnel
- Verify the receipts of stocks of merchandise and equipment and are responsible for the safekeeping thereof
- Maintain accurate records and accounts of the bachelor quarters
- Act as division officer for the enlisted personnel assigned to the bachelor quarters
- Sign purchase orders when present; otherwise, assign this duty to the purchasing agent who meets or contacts vendors
- Must be responsible for the receipts, safekeeping, deposit, disbursement, and accountability of the funds

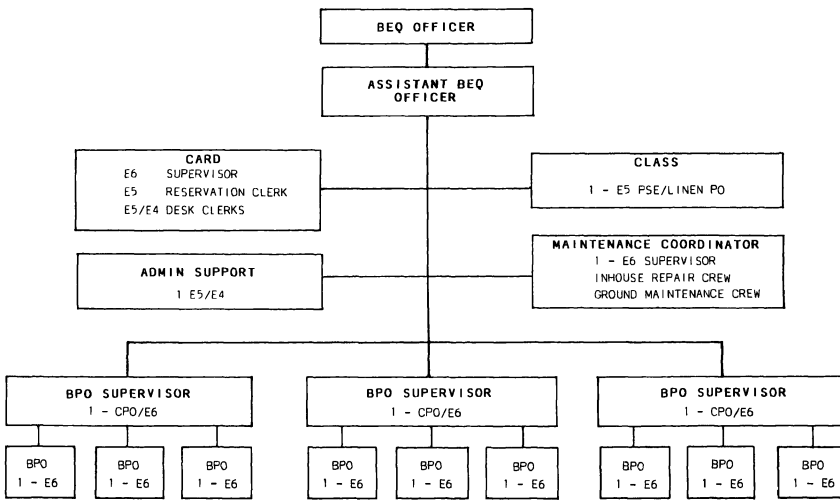

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Figure 8-4.—BEQ organization.

The methods to be used in developing a budget for those items over which the quarters management has direct control are discussed in the following paragraphs.

BQ budgets must be submitted every year to the BQ advisory committee for review by 1 July and up through the chain of command to reach CNMPC (N-671) by 1 September. The following documents are submitted for the BOQ:

- BOQ personnel support equipment master inventory
- PSE budget
- APF/NAF budget
- NAF operating budget (applies to activities with a billeting fund)
- Narrative (optional)

The following documents are submitted for the BEQ:

- BEQ personnel support equipment master inventory
- PSE budget
- APF/NAF budget
- NAF operating budget (applies to activities with a billeting fund)
- Narrative (optional)

SERVICES COST SCHEDULE

The various costs associated with linen service, washer and dryer maintenance, trash collection, and the custodial contract will be entered on line 9 (Other Purchased Services) of the APF/NAF budget (see fig. 8-5). These costs are explained as follows.

Linen Services

To figure out how much money is needed for cleaning linen (that is, blankets, towels, bedspreads, sheets, and pillow cases) follow these procedures:

a. Compute: (average daily number of residents) × (number of linen required per residents) × (frequency of launderings per year) × (cost to launder each item) = (total cost to launder for all residents) for each type of linen, and then total the sum for all types.

b. Figure 8-6 illustrates the above computations. The frequency of laundering and the cost of laundering are for illustration purposes only. Local operations and inflation rate will dictate your actual costs and frequency of laundering.

Figures derived from the above computations are to be recorded on line 9 of either column 3 or 4 of the APF/NAF budget.

Washer and Dryer Maintenance

Washers and dryers are maintained either by public works or by civilian contractors. When there is no change in the number of machines required, the cost of maintenance of washers and dryers for the following year can be estimated by adding the inflation rate to the current cost of maintenance. When there is a change in the number of machines, the cost amount can be adjusted by multiplying the amount of maintaining one machine by the number of machines to be used, and by adding the inflation rate. Figure 8-7 illustrates the washer and dryer maintenance costs. Figures derived from the above computation are to be recorded on line 9 of column 3 of the APF/NAF budget.

Trash Collection

The cost is equal to the present fee plus the inflation rate and changes in frequency of trash pickup or number of pickup sites. Figures derived from the above computations are to be recorded on line 9 of column 3 of the APF/NAF budget

Custodial Contracts

Estimate the funds used to pay for cleaning common use areas by other than military personnel. To calculate the cost for a custodial contract, add the inflation rate to the old contract amount, provided the areas cleaned and cleaning frequency remains the same. Whenever there is a change in areas cleaned or cleaning frequency, the resident officer in charge of construction (ROICC) or the

I. ACTIVITY NO. [ ][ ][ ][ ][ ] II. ACTIVITY NAME: _____ III. BOQ [ ] BEQ [ ]

IV. BUDGET YR [ ] V. SECOND YR [ ] VI. THIRD YR [ ] VII. FOURTH YR [ ] VIII. FIFTH YR [ ]

IX. PREPARING OFFICE: _____ X. POINT OF CONTACT: _____ XI. AUTOVON NO. _____

APPROPRIATED/NONAPPROPRIATED FUND BUDGET

1. LINE NO.	2. CATEGORIES OF EXPENSE	3. BUDGETED APF	4. BUDGETED NAF	5. TOTAL BUDGETED	6. BUDGETED APF AS %
1	Civilian Personnel (Civil Service)		N/A		
2	Travel and Transportation				
3	Lease		N/A		
4	Communications				
5	Consumable Supplies				
6	Personnel Support Equip. (Repl. & Deficit)				
7	Maintenance and Repair of Equipment and PSE				
8	Minor Construction and Maintenance/Repair				
9	Other Purchased Services				
10					
11	All Other Services				
12					
13	TOTAL				

BREAKDOWN OF PERSONNEL

14	Military Permanent Position	E1	E2	E3	E4	E5	E6	E7	E8	E9	W	W	O	O
15	Military TAD Personnel	E1	E2	E3	E4	E5	E6	E7	E8	E9	W	W	O	O
16	APF Employee Permanent Position	GS1	GS2	GS3	GS4	GS5	GS6	GS7	GS8	GS9	GS			
17	APF Employee Temporary Position	GS1	GS2	GS3	GS4	GS5	GS6	GS7	GS8	GS9	GS			
18	NAF Employee Permanent Position	UA/AS 1		US/AS 2		UA/AS 3		UA/AS 4		UA/AS 5				
19	NAF Employee Temporary Position	UA/AS 1		US/AS 2		UA/AS 3		UA/AS 4		UA/AS 5				

Advisory Committee Chairman Signature _____

BOQ/BEQ Officer Signature _____

Commanding Officer Signature _____

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Figure 8-5.—Appropriated/nonappropriated fund budget.

NAME OF LINEN	RESIDENTS DAILY AVERAGE X	NUMBER OF LINEN REQUIRED PER RESIDENT X	FREQUENCY OF LAUNDERING THE LINEN X	COST OF LAUNDERING EACH LINEN =	AMOUNT NEEDED TO LAUNDER THIS LINEN FOR ALL THE RESIDENTS
BED SHEETS	100	2	WEEKLY (52/YEAR)	.40	$4,160.00
PILLOW CASE	100	1	DAILY	.15	780.00
BATH TOWEL	100	1	DAILY (365 DAYS/YR)	.10	3,650.00
BATH MAT	100	1	DAILY	.10	3,650.00
FACE TOWEL	100	1	DAILY	.03	1,095.00
BEDSPREAD	100	1	WEEKLY	.45	2,340.00
BLANKET	100	1	SEMI-ANNUAL (2 TIMES/YR)	2.00	400.00
TOTAL BUDGET FOR LINEN SERVICE					$16,075.00

STEP (a) 100 X 2 = 200
(b) 200 X 52 = 10,400
(c) 10,400 X .40 = $4,160
(d) Add 4,160 + 780 + 3,650 + 1,095 + 2,340 + 400 = $16,075.00

*****figures are for illustration only***

90.105

Figure 8-6.—Linen service budget.

. TYPE OF IACHINE	2.CURRENT YEARLY MAINTENANCE X	3.NEXT YEARS MACHINE REQUIREMENTS X	4.PROJECTED COST FOR NEXT YEAR +	5.ADJUSTMENT FOR INFLATION =	6. TOTAL PROJECTED AND FOR NEXT YEAR
. WASHER	$220.00	20	4,400.00	$440.00 (10%)	$4,840.00
'. DRYER	$180.00	25	4,500.00	$450.00 (10%)	4,950.00
]. TOTAL FOR WASHER/DRYER MAINTENANCE BUDGET					$9,790.00

Instructions for filling out the work sheet.
Column 1 = Enter type of machine
2 = Enter current maintenance cost per machine (obtain from old contract)
3 = Enter next year's machine requirements
4 = Multiply column 2 by column 3
5 = Enter adjustment for inflation (obtain from comptroller)
6 = Add column 4 and column 5
Line 3 = Add line 1 and line 2 of column 6

*******FIGURES ABOVE ARE FOR ILLUSTRATION ONLY*******

90.106

Figure 8-7.—Washer/dryer maintenance budget.

PSE MASTER INVENTORY

BOQ [ ] BEQ [ ]

1. NOMENCLATURE	2. QUANTITY INVENTORY BY CONDITION CODES 2a E	2b G	2c F	2d P	2e D	3. TOTAL ON HAND 2a THRU 2e	4. TOTAL MINIMUM REQUIREMENT BASED ON UTILIZATION PLAN	5. TOTAL DEFICIT COL 4 - COL 3	6. ITEM COST	7. TOTAL INVENTORY VALUE COL 3 X COL 6	8. TOTAL DEFICIT VALUE COL 5 X COL 6	9. TOTAL REPLACEMENT VALUE 2D + 2E X COL 6	10. TOTAL DEFICIT AND REPLACEMENT COL 8 + COL 9
Bed, box spring													
Bed, frame													
Bed, mattress													
Bedspread													
Blanket													
Carpet													
Chair, desk													
Chair, easy													
Chair, occasional													

Note: For blocks 2a-2e, E=EXCELLENT, G=GOOD, F=FAIR, P=POOR, D=DISPOSAL

90.107

Figure 8-8.—PSE master inventory.

officer in charge of construction (OICC) should be notified so that an adjustment can be made to the contract cost, and budgeted accordingly. Enter the figure for cleaning the common use areas on line 9 of column 3 of the APF/NAF budget.

Activities with one contract to clean both common use areas and residents' rooms will estimate the cost to clean only common use areas and enter that cost on line 9 of column 3, and then estimate the cost to clean only residents' rooms and enter that cost on line 9 of column 4 of the APF/NAF budget.

Consumable Costs

Estimate the cost of office supplies (that is, paper, pencils, forms) and cleaning supplies (that is, scouring powder, mops, wax, tissue paper, and detergent). To estimate for consumables, total last year's mess requisition forms (NAVCOMPT Forms 2214), plus or minus the increases or decreases in supply requirements, and add the inflation rate. The consumables cost will be entered on line 5 (Consumable Supplies) of the APF/NAF budget. Figures derived from the above computations are to be recorded in either column 3 or 4 of the APF/NAF budget.

BOQ/BEQ PSE MASTER INVENTORY

The BOQ/BEQ PSE master inventory is a list of either BOQ or BEQ PSE. Indicate BOQ or BEQ inventory by checking the appropriate block at the top of the form. Complete the PSE master inventory (fig. 8-8) as follows:

Column Number	Explanation
1. Nomenclature	Item descriptions.
2 Quantity inventory by condition codes	Enter the total number of PSE items listed in column 1 under the appropriate condition code in column 2.
a Excellent	Enter number of items in excellent condition
b. Good	Enter number of items in good condition.
c Fair	Enter number of items in fair condition
d Poor	Enter number of items in poor condition
e Disposal	Enter number of items in disposal condition
3. Total on hand	Enter total of columns 2a + 2b + 2c + 2d + 2e.
4. Total minimum requirement	Enter total minimum requirement based on your utilization plan.
5. Total deficit	Enter difference (if any) between columns 3 and 4.
6. Cost per item	Enter cost per line item listed in column 1.

Column Number	Explanation
7. Total inventory value	Enter the result of multiplying total on hand by item cost (column 3 × column 6).
8. Total deficit value	Enter the result of multiplying total deficit by item cost (column 5 × column 6). This amount must be budgeted in column 4b of the PSE budget (fig. 8-9).
9. Total replacement value	Enter the cost to replace items in columns 2d and 2e. This amount must be budgeted in column 4a of PSE budget.
10. Total deficit and replacement cost	Add columns 8 and 9.

PSE BUDGET

This budget itemizes the proposed PSE expenditures for the budget year and outyears. To prepare the PSE budget, use the PSE master inventory to identify all on-hand PSE and current requirements. When completed, the PSE master inventory will show any deficit to current requirements and the cost to procure deficit and repair or replacement items.

PSE are nonconsumable items such as furniture, carpets, bedding, linen, drapes, buffers, televisions, ice machines, and other equipment. Televisions cannot be purchased with APF for BQ rooms.

A BOQ PSE budget and a BEQ PSE budget are prepared to show the cost of the following items:

- Purchase deficit and new requirement PSE
- Repairing existing PSE
- Replacing existing PSE

New quarters should be outfitted with all new PSE. To estimate repair and replacement for the budget year that new quarters are in operation, compute 5 percent of the total PSE cost and enter the cost in column 4a of figure 8-9.

For quarters on line for more than a year, prepare a 5-year PSE budget based on costs to purchase deficit PSE and repair or replace the on-hand PSE Then, determine the repair or replacement costs by using the PSE master inventory.

The PSE budget must be submitted by 1 July every year to the BQ advisory committee for review, and up through the chain of command to reach CNMPC (N-671) by 1 September. The instructions for filling out the BQ PSE budget (fig. 8-9) are as follows:

Column	Explanation
1. Nomenclature	Item description.
2. Total requirement	Enter PSE total minimum requirement listed in column 4 of the PSE master inventory.

BQ PSE BUDGET

BOQ ☐ BBQ ☐

1. ITEM DESCRIPTION	2. TOTAL REQUIREMENT	3. ACTUAL YEAR			4. BUDGET YEAR			OUT YEARS 5. SECOND YEAR			6. THIRD YEAR			7. FOURTH YEAR			8. FIFTH YEAR		
		3a REPLACE CURRENT PSE	3b PROCURE DEFICIT PSE	3c BUDGET FOR THIS ITEM	4a REPLACE CURRENT PSE	4b PROCURE DEFICIT PSE	4c BUDGET FOR THIS ITEM	5a REPLACE CURRENT PSE	5b PROCURE DEFICIT PSE	5c BUDGET FOR THIS ITEM	6a REPLACE CURRENT PSE	6b PROCURE DEFICIT PSE	6c BUDGET FOR THIS ITEM	7a REPLACE CURRENT PSE	7b PROCURE DEFICIT PSE	7c BUDGET FOR THIS ITEM	8a REPLACE CURRENT PSE	8b PROCURE DEFICIT PSE	8c BUDGET FOR THIS ITEM
Grand Total																			

Note: List any items that are not considered as furnishings (PSE) to be funded by appropriated fund.

90.108

Figure 8-9.—BQ PSE budget.

Column	Explanation
3. Actual year	
a.	Enter cost budgeted to replace current PSE (column 4a of last year's PSE budget).
b.	Enter the cost budgeted to purchase deficit PSE. If there is no deficit, leave this column blank.
c.	Add columns 3a and 3b, and enter the total in column 3c.
4. Budget year	
a. Replace current PSE	Enter total cost of PSE in poor or disposal condition based on the PSE master inventory (fig. 8-8, column 9).
b. Procure deficit PSE	Enter the cost budgeted to purchase deficit PSE (see NOTE 1). If there is no deficit, leave this column blank.
c. Budget for this item	Enter total dollar value of items listed in column 4a plus column 4b. This number will also be entered on line 6 (fig. 8-5) for the budget year.

NOTE 1: Funding for excessive deficits that are unattainable in 1 fiscal year shall be budgeted within a 5-year procurement program.

5. Second year	
a. Replace current PSE	Enter total cost of items that are expected to be in poor or disposal condition
b. Procure deficit PSE	Enter the cost to purchase deficit PSE. If there is no deficit, leave this column blank.
c. Budget for this item	Enter total dollar value of items listed in column 5a plus column 5b This number will also be entered on line 6 (fig. 8-5) for the second year
6. Third year	
a. Replace current PSE	Enter total cost of items that are expected to be in poor or disposal condition.
b. Procure deficit PSE	Enter the cost to purchase deficit PSE. If there is no deficit, leave this column blank.

Column	Explanation
6. Third year—Continued	
c. Budget for this item	Enter total dollar value of items listed in column 6a plus column 6b. This number also will be entered on line 6 (fig. 8-5) for the third year.
7. Fourth year	
a. Replace current PSE	Enter total cost of items that are expected to be in poor or disposal condition.
b. Procure deficit PSE	Enter the cost to purchase deficit PSE. If there is no deficit, leave this column blank.
c. Budget for this item	Enter total dollar value of items listed on column 7a plus column 7b. This number will also be entered on line 6 (fig. 8-5) for the fourth year.
8. Fifth year	
a. Replace current PSE	Enter the cost of items that are expected to be in poor or disposal condition
b. Procure deficit PSE	Enter the cost to purchase deficit PSE. If there is no deficit, leave this column blank.
c. Budget for this year	Enter total dollar value of items listed in column 8a plus column 8b. This number will also be entered on line 6 (fig. 8-5) for the fifth year

NAF OPERATING BUDGET

The NAF operating budget must be submitted by 1 July every year to the BQ advisory committee for review, and up through the chain of command, to reach CNMPC (N-671) by 1 September. The NAF operating budget (fig. 8-10) will be prepared only for the budget year The following information should be provided in the appropriate spaces on the operating budget:

- Activity number: the five-digit Recreation and Mess Central Accounting System (RAMCAS) number. Activities operating on the cash basis system will leave this space blank.
- Fiscal year the fiscal year for which a budget is being submitted
- Installation name name of base
- Type of activity. check BOQ/BEQ
- Prepared by: the name of the person preparing the report
- Use the following directions to project amounts for each line:

1. Operating revenue (line 1): this category will include revenue earned from the sale of retail merchandise (sundry account 301-xx).

ACTIVITY (number): [ ][ ][ ][ ][ ]

INSTALLATION NAME: _____

FISCAL YEAR: _____

BOQ [ ] BEQ [ ]

PREPARED BY: _____

NAF OPERATING BUDGET
(DOLLARS ROUNDED TO NEAREST TEN)

	LINES	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL 1ST SIX MO	APR	MAY	JUN	JUL	AUG	SEP	TOTAL 2ND SIX MO	YTD TOTAL
Operating Revenue	1															
Cost of Goods Sold	2															
Gross Margin Profit/Loss	3															
OTHER REVENUE																
Program Revenue	4															
APF Reimbursement	5															
Other (commissions)	6															
TOTAL REVENUE	7															
DIRECT EXPENSE																
Salaries and Wages	8															
Emp. Benefits	9															
All Other Direct Expenses	10															
Total Direct Exp.	11															
G&A EXPENSE																
Salaries and Wages	12															
Benefits	13															
Utilities	14															
Equipment Rental/Purchase	15															
Telephone, Telegraph, Postage	16															
Rep & Maint-Bldg Fac.	17															
Rep & Maint-F, F, & E	18															
Supplies	19															
Laundry	20															
Travel and Per Diem	21															
Freight and Transportation	22															
Advertising and Promotion	23															
Conference and Training	24															
CSSO Expense	25															
Total G & A Expense	26															
NET PROFIT/LOSS	27															

90.109

Figure 8-10.—NAF operating budget.

2. Cost of goods sold (line 2): this category is used to record the cost of goods in retail operations (account 401-xx).

3. Gross margin profit/loss (line 3): this category is the difference between operating revenue and total cost of goods sold (line 1 minus line 2).

4. Program revenue (line 4): this category reports revenue earned through service charges and rents rather than the sale of merchandise (account 501-xx).

5. APF reimbursement (line 5): this category reports all revenue reimbursed from the base appropriation (OM&N) for services performed by NAF employees (for example, assistant managers, carpenters, maintenance personnel, and cleaning personnel) performing APF functions (account 551-xx). The reimbursement document is NAVCOMPT Form 2277.

6. Other (commissions) (line 6): leave blank.

7. Total revenue (line 7): combine all revenues received in the operation of the billeting fund. (Add lines 1, 4, and 5.)

8. Direct salaries and wages (line 8): this category reports the labor cost for NAF employees, but does not include management level wages and salaries (accounts 601-xx and 602-xx).

9. Direct employees' benefits (line 9): this category reports all expenses related to employees' benefits package and annual sick leave, but does not include management level benefits (accounts 621-99, 622-xx, 623-xx, 624-xx, 625-xx, and 626-xx)

10 All other direct expenses (line 10): this category reports all other direct expenses not specifically identified by accounts.

11 Total direct expense (line 11): this category reports the total of all departmental expenses. (Add lines 8, 9, and 10.)

12. G&A salaries and wages (line 12): this category reports only the management level salaries and wages.

13. G&A benefits (line 13): this category reports only the management level benefits.

14 Utilities (line 14): leave blank.

15. Equipment rental and purchase (line 15): this category reports the cost of equipment rental and purchase, including automated data processing (account 642-xx).

16. Telephone, telegraph, postage (line 16): this category reports costs related to telephone systems and other communications using NAF (account 661-xx).

17. Repairs and maintenance—building facilities (line 17): enter the amount funded by NAF for repairs and maintenance of the building.

18. Repairs and maintenance—furniture, fixtures, and equipment (F,F,&E) (line 18): this category reports maintenance contract costs for items purchased with NAF (account 683-xx).

19. Supplies (line 19): enter total cost of supplies from consumable cost schedule purchased with NAF dollars.

20. Laundry (line 20): this category reports the cost related to the laundry expenses paid with NAF (account 703-xx).

21. Travel and per diem (line 21): this will include the costs of per diem and transportation.

22. Freight and transportation (line 22): this will include freight and transportation.

23. Advertising and promotion (line 23): this category reports advertising costs purchased with NAF; for example, coffee, newspapers, and magazines only (account 781-xx).

24. Conference and training (line 24): this caption reports the cost of BQ staff members attending conferences and training. This will include the costs of registration fees (account 782-xx).

25. Common support service offices (CSSO) (line 25): this category reports activities participating in common support service costs (account 741-99)

26. Total G & A expenses (line 26): this category reports the total of general and administrative expenses. (Add lines 12 thru 25)

27. NET PROFIT/LOSS (line 27): subtract the sum of lines 11 and 26 from the sum of lines 3 and 7. Enter the difference. Explain specific plans you have to reach the profit goals. Discuss what expense elements you plan to decrease, and how you will do this. If you are projecting a loss, explain actions.

APPROPRIATED/NONAPPROPRIATED FUND BUDGET

The APF/NAF budget (fig. 8-5) must be submitted by 1 July every year to the BQ advisory committee for review, and up through the chain of command to reach CNMPC (N-671) by 1 September.

This budget summarizes all BQ expenses that are funded by appropriated or nonappropriated funds. Use paragraph 075500 of *NAVCOMPT Manual* to determine the type of funds to be used for each type of expense. The PSE Budget and Services Cost Schedule must be prepared before filling out the APF/NAF budget. Prepare one copy for the budget year, one copy for the second year, one copy for the third year, one copy for the fourth year, and one copy for the fifth year for both the BOQ and the BEQ.

Complete all headings as follows:

Block Number	Captions	Explanation
I	Activity number	Enter the five-digit mechanized accounting system (RAMCAS) number. Activities operating on the cash basis system will leave this space blank.
II	Activity name	Name of base.
III	BOQ, BEQ	Check activity type.
IV	Budget year	Check in the first block to indicate that this page is for budget year.
V	Second year	Check in the second block to indicate that this page is for second year.
VI	Third year	Check in the third block to indicate that this page is for the third year
VII	Fourth year	Check in the fourth block to indicate that this page is for fourth year
VIII	Fifth year	Check in the fifth block to indicate that this page is for fifth year.
IX	Preparing office	Department responsible for preparing budget.
X	Point of contact	Name of person who prepared the budget.
XI	AUTOVON number	Telephone number of person who prepared the budget.

The following definitions and clarifications apply:

1. Civilian personnel (line 1): includes all personnel expenses, including benefits and related costs, for all civil service employees, but does not include NAF employees. This estimate should include anticipated wage rate and step increases.

2. Travel and transportation (line 2): includes travel and transportation of personnel and things as defined in paragraph 075500 of *NAVCOMPT Manual.*

3. Cost of leased quarters (line 3): includes cost of all leased quarters.

4. Communications (line 4): includes electronic communications (that is, charges for message transmission, telephone and teletype service, telephone installation) and postal service.

a. Transient quarters

(1) Use of nonappropriated funds is authorized for the operation of a telephone system in transient rooms only.

(2) Nonappropriated funds may be used for installation and service of cable TV systems in transient rooms only. Televisions for BQ rooms cannot be purchased with APF.

b. Permanent quarters

(1) APF must be used for the installation of a cable system to permanent party quarters and in common use areas.

(2) Televisions for BQ rooms cannot be purchased with APF.

5. Consumable supplies (line 5): includes costs of consumable supplies Refers to expendables that are consumed or lose their identity when used (for example, plastic bags, scouring powder, and sponges). Obtain these costs by totaling all NAVCOMPT Form 2214 requisitions for 1 year.

6 Personnel support equipment (line 6): includes cost of PSE budgeted for purchase as defined in paragraph 075500 of the *NAVCOMPT Manual.* Obtain this figure for each year from columns 4c, 5c, 6c, 7c, and 8c (grand total). (See fig. 8-9.) Applies to all PSE regardless of unit cost including ADP and linen (OM&N and NAF only). Obtain these costs from the PSE budget.

7. Maintenance and repair of equipment and PSE (line 7): includes cost of repair and maintenance. Refers to equipment maintenance of vacuum cleaners, floor polishers, washers, dryers, repair of damaged PSE and other small equipment. Includes costs obtained from washer and dryer maintenance not maintained by contract.

8. Minor construction and maintenance/repair (line 8): includes cost of minor construction and maintenance/repair of facility.

9. Other purchased services (line 9): includes total costs of contracts for linen, trash, custodial services, washer and dryer maintenance and repair not included in line 7.

10. Line 10: reserved for future use. Leave blank.

11. All other services (line 11): includes cost of all other services or expenses. Refers to any expense items not falling under any of the foregoing categories.

12. Line 12: reserved for future use. Leave blank.

13. Total expense (line 13): enter sum of lines 1-12 in columns 3, 4, and 5. Line 13, column 3, is the total APF budgeted amount. Line 13, column 4, is the total NAF budgeted amount.

14. Column 3 (lines 2-11): obtain from the PSE, services, consumable, cost schedules amounts budgeted for each expense category.

15 Column 4: enter the cost of NAF items listed in column 4, lines 2, 4, 5, 6, 7, 8, 9 and 11 that can be purchased with NAF (see NAVCOMPT 075500).

16. Column 5: enter the total budgeted NAF and APF line items by totaling lines in columns 3 and 4 across. Line 13 column 5, is the combined total APF and NAF budgeted amount.

17 Column 6: enter the APF percentage spent on each line item Divide each line in column 3 by each line in column 5 to get the percentage.

18. Line 14 enter the number of military personnel for each paygrade who are full-time permanent BQ employees. For warrant officers and officers, fill in the rank

19 Line 15 enter the number of military personnel for each paygrade that are TAD, double-hatted, or collateral duty BQ employees For warrant officers and officers, fill in the rank.

20. Line 16: enter the number of civilian (APF) personnel for each paygrade that are full-time permanent BQ employees.

21. Line 17: enter the number of civilian (APF) personnel for each paygrade that are part-time, double-hatted, or collateral duty BQ employees.

22. Line 18: enter the number of civilian (NAF) personnel for each paygrade that are

full-time (more than 35 hours weekly) permanent BQ employees.

23. Line 19: enter the number of civilian (NAF) personnel for each paygrade that are part-time (less than 35 hours weekly) or collateral duty BQ employees.

An optional narrative section may be used to explain any inconsistencies, deletions, or significant changes to BOQ or BEQ budgets. This section can be typewritten on a separate sheet of paper.

CONTRACTS

In the management and administration of bachelor quarters, some typical contracts might involve custodial service, linen control, and washer and dryer maintenance.

The Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) is the sole contracting officer for all naval facilities contracts. He delegates authority to activity commanding officers and appoints a civil engineer corps (CEC) officer as the resident officer in charge of construction (ROICC) for all contracts. The ROICC makes the final determination of who is eligible and initiates the awarding and signing of contracts.

As bachelor quarters officer, BOQ/BEQ officer, or building petty officer, you should be tasked to submit inputs and recommendations as to performance, frequency, areas, and amount of work to be done in the contract. The following is information that should be provided to the ROICC.

CUSTODIAL SERVICE CONTRACT

The custodial service contract may involve part or all of the following:

- What has to be done—specific areas or buildings should be broken down into specific spaces or areas such as heads, passageways, ladders, laundry rooms, type of materials, obstructed or unobstructed.

- Priority and frequency—what should be done first and how often it should be done.

- How do you want it done—make sure all terms such as sweep, damp mop, dust, wax, and so forth, are defined clearly in your contract.

- Who will furnish cleaning supplies and equipment—specify quality also.

- Performance evaluation—there should be a periodic inspection held by the contracting supervisor and the ROICC.

- Penalty clause—any disputes, claims, defaults, or terminations of contracts between the contracting parties should be in the contract according to the *Contracting Manual*, NAVFAC P-68.

LINEN CONTRACT

The linen contract should contain specifications or provisions for the following:

- Who will supply the linen

- What kind or types of linen should be provided (sheets, pillowcases, mattress covers, bedspreads, and so forth)

- Quality and quantity

- Frequency and place of delivery and collection

- Accountability—who will be responsible for loss, normal wear and tear, replacement, and cost

- Evaluation of performance—shortage in delivery and inventory

WASHER/DRYER SERVICE MAINTENANCE CONTRACT

The washer/dryer service maintenance contract may contain specifications or provisions for the following:

- Who will provide the washer and dryer—whether they are government-owned or a rental from contracting company

- Quality and quantity—provisions should specify heavy duty type of washer/dryer and the quantity required according to OPNAVINST 11103.3, and the specific location

- Maintenance—contracting company should furnish operating instructions, time log for repairs, who will order and provide repair parts such as water hoses, air ducts, and so forth

- Penalty clause—for claims, readjustment, or termination of contracts

BQ FACILITIES, CARE AND MAINTENANCE

The proper care and maintenance of the BQ facilities is essential to the overall operation of BOQs/BEQs.

VENDING MACHINE AREA

To reduce the likelihood of abuse, vending machines should be located in a highly visible area, such as within sight of the CARD.

A loss-of-change reimbursement policy should be provided at the BQ management level (at the CARD or BQ office) It does not appear to be sufficient merely to continue the standard policy of reimbursement for losses solely at the Navy exchange office as the use of this means is inconvenient, not generally used, and the immediate frustration from loss of change results quite often in physical action against the machine A notice of the local reimbursement policy should be permanently posted near the vending machines.

Coordination with the Navy exchange and vendors will assure that the various machines are stocked with items that the occupants desire. Heavily purchased products should be double stocked and those items that are not purchased should be eliminated.

A variety of vending machines such as washing powders/bleach dispensers and toothpaste/comb dispensers that have not normally been installed in the past should be provided. These items will prove especially beneficial in transient quarters for personnel who report aboard after normal working hours.

If change or stamp machines are installed in the BQ complex, they should be located at the front desk area, in plain view of the CARD clerk.

In summary, those stations that provide responsive, well-stocked, promptly refilled vending services will suffer significantly less abuse of their facilities.

LAUNDRY FACILITIES

Laundry facilities are provided to residents of the BQ at no cost. The facilities should be equipped with a sufficient number of machines to accommodate roughly 1 machine per 25 occupants, and 3 dryers for every 2 washers. Facilities should be well equipped with clothes folding tables, chairs, clothes hangers, trash receptacles, ash containers, and racks for hanging permanent press clothes as they are taken from the dryer. Signs stating FOR RESIDENTS USE ONLY should be displayed in the area to prevent use by unauthorized patrons. Management must closely monitor laundry operations

BAGGAGE STOREROOM

It will be the responsibility of the BPO to manage and control the baggage storeroom when it is located in the building in which the BPO works If a baggage storeroom is maintained outside of the BPO's area, the BQ officer will appoint a custodian. Of vital importance is the security of the personal property of the occupants and management's responsibility to safeguard these items. To assure this control, strict accountability must be maintained The system for operating the baggage room must afford the maximum security for the residents' possessions, yet require the minimum of time and work for the BPO or appointed custodian. Local commands will provide guidelines establishing what can and cannot be stored in the baggage room. Other than unsafe items such as flammables, corrosives, firearms, and so forth, residents should be permitted to store any excess gear in the baggage room.

See figure 8-11 for a sample baggage inventory sheet. Hours of operation will be designed to afford the residents ready access to the baggage room and the hours will be posted and widely publicized. To provide the strictest security possible, stringent procedures for access must be enforced. The BPO or appointed custodian will be the only staff member to have general access to the baggage room. Under no circumstances will residents be given the keys to the baggage room as that would compromise security.

Check-In

The following procedures will be used to check items into the baggage room:

- A standard, sequentially numbered three-part baggage storeroom form will be used (see fig. 8-12). Identification will be by the sequential numbers along with the name and room number of the resident. The top part of the form will be attached firmly to the item to be stored. The middle part will be stapled to the upper left-hand corner of the registration card in the space status display at the CARD. The bottom part will be given to the resident.

- All containers will be inspected by the BPO. If items are to be stored in a container, a joint inventory (see fig. 8-11) will be taken by the resident and the BPO. A copy of the inventory will be placed in the container and one will be given to the resident. All stored containers will be locked if possible.

- Residents checking in after hours or on weekends will retain items for storage

SAMPLE FORMAT

RESIDENT PERSONAL BAGGAGE INVENTORY SHEET

NAME _____ DATE _____

BILLETING SPACE _____

ITEM NAME	MAKE	COLOR	CONDITION

RESIDENT'S SIGNATURE _____ BPO'S SIGNATURE _____

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Figure 8-11.—Resident personal baggage inventory sheet.

until the next working day that the BPO is present.

Check-Out

The following procedures will be used to check items out of the baggage room:

- Check-outs will be made during normal hours of operation.
- Residents who wish to check items out for weekends will do so on or before the BPO's last working day of the week.
- Ownership of the items will be verified by using the resident's claim check and military Identification Card (DD Form 2N). In the event the resident does not have the claim check, the stub attached to the space status display will be used to verify ownership. An exception to the check-out procedure will be made only on an emergency basis. The CARD will maintain a key to each baggage room in a sealed, signed envelope in the key locker for this purpose.

The BPO will not keep any records or logbooks for the baggage room. Upon relief, the relieving BPO is responsible for conducting an inventory with the current BPO before assuming

SAMPLE FORMAT

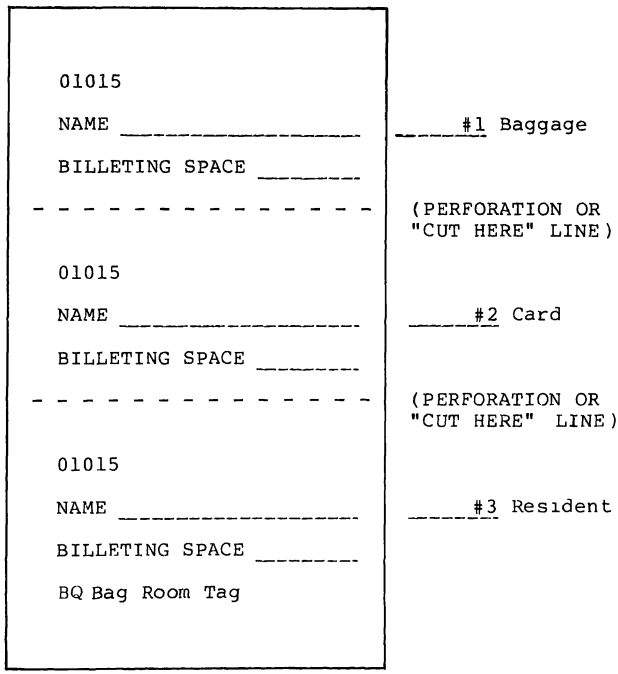

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Figure 8-12.—Baggage storeroom form.

responsibility for the baggage room. The information for this inventory will be obtained from the space status display.

IN-HOUSE RECREATIONAL FACILITIES

There should be recreational facilities designed to provide leisure-time activities primarily for the residents and their guests. Some of the in-house recreational activities that can be offered are as follows:

Pool tables	Pinball machines
Bumper pool	and many more
Table tennis	Assorted table games
Shuffleboard	(checkers, chess,
Dart boards	Monopoly, acey-ducey,
Television lounges	and others)

To promote the use of recreational facilities, you should do the following:

- Establish hours of operation so that maximum use can be obtained.

- Establish regulations and procedures so that a few do not monopolize the facility.

Determine and obtain recreational equipments desired by the residents. This could be done in the following ways:

- Through the BQ advisory council/committee.

- By recommendations to the recreation committee.

- By the use of special services nonappropriated money, budgets could be programmed for BQ recreational facilities by submitting annual recommendations to the special services officer via the recreation committee and council.

A member of the BQ staff and a member of the advisory council should be assigned to the recreation committee.

MAINTENANCE AND PREVENTION OF VANDALISM OF RECREATION EQUIPMENT

An effective check-out and check-in procedure for accountability of equipments should be established and monitored at the assignment desk. Establish sufficient stocks of spares, such as cue tips, pool sticks, and balls; Ping Pong balls; and so forth. Set up procedures for repair/replacement of equipment by having good working relationships or liaison with special services. Sufficient trash receptacles and ash containers should be provided to keep the area free of clutter. Check as frequently as necessary to maintain the cleanliness and orderliness of the place.

EQUIPMENT/SUPPLY ROOMS (USAGE AND STOWAGE)

Large amounts of cleaning equipment are ruined and become useless simply through the failure to provide for their proper stowage. Brooms, foxtails, and radiator brushes will quickly become useless if they are stowed with the weight resting on their fibers; they should be suspended from wall mounts. Buffer brushes should be removed from the buffers when not in use, since stowing buffers with the brushes still attached soon crushes the fibers and results in inefficient buffer operation. This practice also makes the early purchase of new brushes necessary.

Close supervision of the custodial cleaners is required to ensure that only correct cleaning agents are used for each job, and that only the prescribed proportions are used when products are mixed with water. If it is required to avoid unnecessary waste, the BQ staff should premix solutions before their use Swabs should be marked as to specific use, such as strip, wax, rinse, and should not be interchanged They should be stowed either with the strands up from wall mounts or in swab racks to allow them to dry properly Swabs should be stowed outdoors due to the potential fire hazard involved.

Usage data compiled for the cleaning supplies used in each building is a valuable tool for locating areas of waste, and is also helpful when you are determining which cleaning agent is most effective.

High and low limits should be established to ensure that adequate supplies are on hand at all times. A record of receipts, issues, and inventory should be maintained by the person in charge of the bulk storeroom area. The Subsistence Ledger (NAVSUP Form 335) could be used to maintain a record of all cleaning supplies.

ENERGY CONSERVATION

Energy conservation is the responsibility of the BQ management and the residents. Some specific things that you could do to foster an awareness of the energy conservation problems are as follows:

- Eliminate unnecessary illumination; make maximum use of natural lighting.
- Ensure that prescribed heating and air-conditioning temperature levels are maintained.
- Encourage users to conserve energy by getting them personally involved in the conservation program.
- Develop an inspection and enforcement program to eliminate excess lighting, check windows in air-conditioned rooms, turn off unnecessary lights and electrical equipment, and so forth.
- Maintain a continuous resident relations effort promoting conservation.

SAFETY AND SECURITY

The commanding officer must ensure that management policies and practices provide for the safety and security of all personnel.

FIRE SECURITY

The commanding officer takes action to protect and maintain the security of the command against dangers from fire.

The amount of fire security in BQs will depend on the type of structure, the layout of the building (rooms with locked doors, open bays, or cubicles), the type of alarm system, and the type of fire extinguishers

The number of fire watches is determined by these factors with emphasis on the layout of the structure and total area to be inspected.

Training of the management staff and tenants in their duties of fire security is essential and should cover the following areas:

- Areas to be inspected
- Frequency of inspection
- Report or log entry required
- Location of alarm systems and how to activate
- Proper uses of fire extinguishers
- Emergency evacuation routes
- Methods of notifying fire department
- Systems for ensuring all tenants are alerted (see fig. 8-13)

BUILDING SECURITY (EXIT AND ENTRANCE)

Use minimum number of doors for building access.

Personnel entering building should pass through the CARD area.

Train and indoctrinate staff personnel to question and report all unauthorized entries to the BQ officer.

The BQ management staff should consistently strive to foster occupant assistance in identifying obvious outsiders who may enter the quarters with no apparent reason for doing so Cooperation is also required so that the residents are aware of the critical downgrading of quarters security when fire/emergency doors are propped open and used for routine entrances and exits.

BOMB THREAT

The increased frequency of bomb threat calls requires that procedures be established to utilize the services of the explosive ordnance disposal (EOD) team and naval investigative service office (NISO) personnel and to provide for local command action, both afloat and ashore.

All bomb threats received must be given immediate and positive attention. See figure 8-14 for a sample bomb checklist. When explosive or suspected explosive loaded packages are found while conducting bomb searches, all activities in the geographical area should request EOD assistance through district representatives. Those activities located in the General Services Administration facilities will ensure that bomb threat procedures are included in locally prepared facilities self-protection plans.

SAMPLE FORMAT

FIRE CHECKLIST

1. When notified of a fire in quarters obtain information:

   a. Location of fire _____

      (1) BEQ/BOQ number _____

      (2) Room/modular lounge number _____

      (3) Deck/wing _____

      (4) Other _____

   b. Type of fire (if known) _____

   c. Name/rank of caller/messenger (not necessary) _____

   d. Time _____

2. Activate local fire alarm, use intercom or other available means to immediately alert residents.

3. Make following calls: (reporting the fire by location, type, and give name and rate).

   a. Fire department (Time notified) _____
   (Telephone number) _____

   b. Security Office. (Time notified) _____
   (Telephone number) _____ (Security Office will notify the medical department and the command duty officer)

   c. BQ Officer: (Telephone number) _____

4. a. Take master key to the area of the fire, ensure all rooms are empty.

   b. Spread the alarm to all occupants in the immediate vicinity and evacuate the immediate areas of the fire DO NOT ENDANGER YOURSELF

5. a. Detail personnel on the outside of the building to direct fire department to the scene of the fire.

   b. Detail personnel to keep access for the fire equipment clear

6. a. Take current resident registration display for the building that is evacuated.

   b. Lock CARD area.

   c. Go to designated assembly and muster area.

   d. Stand by for additional instructions from command duty officer.

Figure 8-13.—Fire checklist.

SAMPLE FORMAT

FBI BOMB DATA PROGRAM
Place this card under your telephone

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of caller: _____ Race: _____
Age: _____ Length of call: _____
Number at which call is received:
_____
Time: _____ Date: _____

Report call immediately to

1. Security phone no. _____*
2. C. D. O. phone no. _____*
3. BQ Officer phone no. _____*

Date _____
Name _____
Position _____ phone no. _____

CALLER'S VOICE:

_____ Calm	_____ Nasal
_____ Angry	_____ Stutter
_____ Excited	_____ Lisp
_____ Slow	_____ Raspy
_____ Soft	_____ Deep
_____ Loud	_____ Ragged
_____ Laughter	_____ Clearing throat
_____ Crying	_____ Deep breathing
_____ Normal	_____ Cracking voice
_____ Distinct	_____ Disguised
_____ Slurred	_____ Familiar

If voice is familiar, who did it sound like?
_____

BACKGROUND SOUNDS:

_____ Street noises	_____ Factory machinery
_____ Crockery	_____ Animal noises
_____ PA system	_____ Static
_____ Music	_____ Local
_____ Voice	_____ Clear
_____ House noise	_____ Long distance
_____ Motor	_____ Booth
_____ Office machinery	Other _____ _____ _____

THREAT LANGUAGE:

_____ Well spoken (education)	_____ Incoherent
_____ Foul	_____ Taped
_____ Irritating	_____ Message read by threat maker

REMARKS: _____
_____
_____

*Fill in numbers and check periodically to ensure accuracy

Figure 8-14.—Bomb checklist.

When a bomb threat telephone call is received, take the following actions:

1. Keep calm and ask the caller:
   a. Where is the bomb right now?
   b. When will the bomb go off?
   c. What kind of bomb is it?
   d. What does the bomb look like?
   e. Why did you plant the bomb?
2. Write down the following information as soon as possible:
   a. Exact words of the caller
   b. Sex of caller
   c. Approximate age of the caller
   d. Tone of voice
   e. Accent
   f. Background noise
   g. Time call was received
   h. Date call was received
   i. Full name and title of person receiving call
3. Make the following phone calls:
   a. Command duty officer
   b. Base fire department
   c. Base police/security
   d. BQ officer/manager

ACCIDENTS

Some of the major causes of accidents in bachelor quarters are falls, electrical problems, and poisonings resulting from lack of proper sanitation. As a preventative measure, the safety officer should be contacted for assistance

VANDALISM

Although it is acknowledged that it takes only one person or a few people to maliciously damage a considerable amount of property, past experience indicates that most of the malicious damage to washers and dryers occurs because of the failure of management to post known breakdowns promptly, or the failure to remove or repair inoperable equipment within a reasonable amount of time. With the advent of suspended ceilings in passageways, rooms and lounges at many commands eventually encounter damage to some of the overhead acoustical tiles, which if unrepaired, seem to snowball into ever-increasing damage.

Broken furnishings in lounges and rooms should be removed and an aggressive action should be taken either to repair items with a self-help program, or to check on the possibility of having repairs made by civilian sources, or to dispose of furnishings beyond repair. Replacement furnishings should be installed as soon as possible after removing broken furnishings in order to maintain the habitability and atmosphere of the space.

The management of Navy bachelor quarters significantly affects their habitability. Attention to detail is necessary in such areas as courtesy of management personnel; timely and effective services; and prompt repair of equipment, furnishings, and mechanical, electrical and plumbing systems. In other words, if these items are not promptly repaired vandalism breeds more vandalism.

INSPECTIONS

The new philosophy in BQ management and construction emphasizes the individual's privacy. This does not, however, relieve BQ management of the necessity to ensure that all rooms and government-owned furnishings are maintained in such a condition as to provide all occupants assigned, or to be assigned in the future, with decent and satisfying living conditions. This responsibility lies with each commanding officer, and can only be discharged by inspections to assure the commanding officer that these facilities are being maintained in top condition. Because the standards of individuals vary, as well as their attitudes in regard to caring for government-provided furnishings, standards must be established and maintained To prevent these inspections from degenerating into a form of harassment for both the inspectors and residents, it is essential that inspecting parties familiarize themselves with the results of previous inspections and that the command provide explicit guidance as to the objectives of inspection. The value of an excellent inspection can be lost if there is no follow-up action to correct the discrepancies noted by the inspection parties Increased command support may be indicated in cases where material discrepancies remain uncorrected over a long period, or where discrepancies noted are of a recurrent nature, such as occupant abuse, poor custodial cleaning, and so forth. The BQ officer should be thoroughly familiar with the contractual obligations for the maintenance of permanently installed equipment within their own particular building such as ventilation, heating and air-conditioning systems, laundry equipment and vending machines, and take appropriate action when contractual obligations are not fulfilled.

KEY CONTROL

Initial issues of room keys and control is the function of the CARD clerk. Room keys should be coded using an in-house coding system so that keys cannot be identified with the space they unlock. Spare keys should be available at the CARD for temporary issue in case of lost keys or a lockout situation. Procedures for obtaining duplicate keys should be under direct control of the management. Access to the key code cross-reference list and particularly the key locker must be carefully controlled.

A record of the lost key should be kept at the CARD. The education of occupants concerning the importance of maintaining possession of a person's key is vital to key control.

PROJECT IDENTIFICATION PROGRAM

With the advent of more homelike BQs (semiprivate rooms and modular units), the occupants are acquiring a greater variety of valuable personal effects. It is not uncommon for individual rooms to contain expensive stereo equipment, TVs, photographic gear, and so forth, which is worth a considerable amount of money. With this increase in the monetary value of bachelor personal effects, many stations indicate that they are suffering an increase in thievery. It is the responsibility of the BQ officer to initiate a vigorous aggressive effort to reduce losses due to theft within the quarters. Upon check-in, and periodically afterwards, BQ residents must be informed of the necessity to take action to safeguard their valuables They should be encouraged to take the same precautions as a tenant residing in a civilian apartment complex Before leaving their quarters, the BQ residents should be directed to secure easily pilfered items within their personal lockers, secure the windows, and ensure that their doors are locked.

One of the most effective actions that the management staff may take is to acquire an engraving tool with which residents may permanently identify their valuable items with their social security number.

Decals denoting that these items have been registered with the station's security project ID program should be affixed either to the item or on the resident's door.

A logbook should be maintained by the BQ management and a record registering valuable items should be forwarded to the station security as a possible aid for future investigation of theft and also for processing claims.

BACHELOR QUARTERS REGULATIONS

Regulations and policies relating to Navy bachelor quarters must avoid restrictions for which no sound reason exists. An example of this would be regulations that limit the expression of the individual as to arrangement of assigned accommodations, lower the dignity of the individual, or unnecessarily inconvenience a person.

Commanding officers must ensure that management policies and practices make satisfactory provision for the personal privacy and security of personal possessions which are essential to the satisfaction of the individual.

Management, the staff, and each resident should be thoroughly familiar with bachelor quarters regulations, and BQ management should have these regulations posted in a conspicuous place, such as on bulletin boards or CARD. The regulations should also be included in the welcome aboard pamphlet.

SEARCH AND SEIZURE

Bachelor quarters management is responsible for maintaining good order and discipline subject to the regulations and necessities of the military service. Therefore, it is necessary for management to know and understand the basic rule for legal search and seizure in order to give the residents of bachelor quarters an equal right to personal privacy.

Search—An examination of a person's house or other buildings or premise, or his person, with a view to the discovery of contraband or illicit or stolen property, or some evidence of guilt to be used in the prosecution of a criminal action for some crime or offense with which the person is charged.

Seizure—To take possession forcibly, to grasp, to snatch, or to put into possession.

Comparison of search with inspection. A search is made for the purpose of discovering contraband or other evidence to be used in the prosecution of a criminal action An inspection is an official examination to determine the fitness or readiness of the person, organization, or equipment.

There are five general categories of lawful searches:

1. Consent search
2. Search incident to a lawful apprehension
3. Search pursuant to a lawful civilian search warrant
4. Search pursuant to valid authority from a CO or the CO's designee
5. Necessity search

Consent Search

This is a search of one's person with the person's freely given consent. Because authority for such a search rests on freely given consent, probable cause is not required. Consent to the search should be in writing. Consent must be from one who exercises control over the place to be searched. (For example, either of two roommates may consent to a search of their room, as both exercise control over the room. However, one may not lawfully consent to a search of a roommate's locker, or any other place where the roommate has an exclusive reasonable expectation of privacy.)

Search Incident to a Lawful Apprehension

This is a search conducted after a person has been lawfully apprehended. This includes a search of the clothing and/or property in the immediate possession or control of the person at the time of apprehension. If a search is lawful, the apprehension itself must be lawful The apprehension must be based upon probable cause in order for the apprehension to be lawful.

RULE: Apprehend first, then search

After a person has been lawfully apprehended, the person and the clothing worn by the person may be searched

Search Pursuant to a Lawful Civilian Search Warrant

In the civilian community, government officials may search upon the authority of a valid search warrant.

Search Pursuant to Valid Authority From a CO or the CO's Designees

The commanding officer's order to search is the military equivalent of the civilian search warrant. The CO's order to search must meet requirements identical to those necessary for a lawful search warrant.

The basic requirements are as follows:

- Person or property control of commanding officer
- Probable cause
- The items seized must be subject to seizure

Necessity Search

This is a search under circumstances requiring immediate action in order to prevent the removal or disposal of property believed, on reasonable grounds, to be criminal goods. Probable cause is required. Probable cause is determined by the commanding officer.

After the person is advised as to the nature of the offense for which he is suspected, the person must be warned, before interrogation begins. Unless the accused waives all rights under Article 31, UCMJ, the accused may not be asked incriminating questions at any time Waiver of rights should be made in writing

PERSONAL EFFECTS

Bachelor quarters management should know the proper procedures to follow when personal effects are lost, abandoned, or unclaimed and the proper procedures for inventorying such articles. There are five classes of personal effects

Class I—Navy-owned clothing and equipment furnished on a loan or custody basis

Class II—Uniform clothing prescribed by Navy Uniform Regulations

Class III—Money

Class IV—Negotiable and nonnegotiable instruments such as bonds, checks, notes, deeds, wills, and insurance policies

Class V—Miscellaneous articles of sentimental and utility value such as jewelry, cameras, medals, photographs, diaries, razors, souvenirs, and household goods

The commanding officer is responsible for the initial acquisition, inventory, and security of abandoned personal items. The CO initiates inquiries to determine and locate the owner, next of kin, heir, or legal representative.

The supply officer maintains custody, provides storage and security, and prepares any items for shipment.

The BQ officer can be designated by the CO as the CO's direct representative concerning personal effects in quarters requiring disposition and maintenance of adequate records.

There are three categories of personal effects requiring disposition:

1. Lost, abandoned, or unclaimed personal property
2. Personal effects of deceased or missing Navy personnel
3. Lucky bag items of personal effects

INVENTORY OF PERSONAL EFFECTS

Lost, abandoned, or unclaimed personal effects must be inventoried by the ship or shore activity first coming into possession, custody, or control of such effects.

When the owner is deceased or missing, the ship or shore activity concerned must inventory the person's personal effects promptly; the inventory board assumes this responsibility. The inventory board has the following characteristics:

1. It is appointed by the commanding officer or officer in charge.
2. It consists of two members, one of whom (when practical) will be an officer
3. It takes an accurate and complete inventory using the NAVSUP Form 29.

NOTE: Investigate and record any information to assist in the settlement of affairs or estate of the owner.

4. It removes all classified matter from personal effects
5. It also removes the following other matter:
   a. Pornographic or similar matter
   b. Personal letters containing objectionable matter
   c. Articles likely to injure personnel
   d. Perishable items
   e. Items 4, 5a, b, and c that should not be recorded on the inventory
   f. Money which must be recorded by denomination and value of currency and coin

Procedures for handling money when part of personal effects are as follows:

1. $1.00 or less may be packed with personal effects.

2. For lost, abandoned, or unclaimed effects: money in excess of $1.00 in cash should be exchanged for a U.S. Treasury check drawn to the order of the Commanding Officer, Personal Effects Distribution Center.

3. Personal effects in excess of $1.00 in value or negotiable instruments should be forwarded via registered mail.

Security procedures for the handling of personal effects are listed below:

1. All persons concerned must take steps to prevent pilferage and damage to effects.

2. Supply officers receive effects for safekeeping and storage in locked spaces before shipment.

3. When you transfer or mail personal effects, a record of transfer should be made on the NAVSUP Form 29 and a copy of the parcel post or registry receipt retained

4. Location of owner or next of kin:

   a. is determined by personnel records of other applicable documents, or

   b when unable to determine person entitled to effects, request determination from either the Chief of Naval Personnel (Personal Services Division) or the nearest judge advocate.

5 When unable to locate owner of lost, abandoned, or unclaimed effects, and their value is less than $25,000, retain for 3 months and send certified or registered notice to last known address of owner or next of kin.

6. Personal effects of Navy absentees and deserters may be shipped between naval activities on shipping document (DD Form 1149). Shipment cost in excess of $5.00 is charged against pay record of the deserter or absentee.

The Inventory List of Personal Effects (NAVSUP Form 29) should be prepared and distributed as follows:

1. Prepare an original and at least three copies.

a. Additional copies for official purposes must be certified "True Copy" by cognizant commanding officer.

b. All copies must be signed by both members of inventory board and officer appointing the inventory board.

2. Inventory board completes LIST OF PERSONAL EFFECTS section on reverse side of the NAVSUP Form 29.

3. Supply officer completes DISPOSITION section regarding personal effects on reverse side of the NAVSUP Form 29.

4. Distribution of the NAVSUP Form 29.

a. Inventory board forwards effects and all copies of the NAVSUP Form 29 to the supply officer for disposal action data and signature.

b. Two signed copies returned to inventory board for distribution: one copy to appointing officer and one copy to owner's service record (if deceased, send copy to the Chief of Naval Personnel, Personal Services Division).

c. Supply officer further distributes NAVSUP Form 29 as follows:

(1) One copy inside container with effects.

(2) Original to Personal Effects Distribution Center for property West—NSC Oakland; East—NSC Norfolk, Williamsburg, (Penniman) Virginia.

(3) If shipped to owner or next of kin, send one copy to such person and retain the original. If owner is deceased or missing, one copy is sent to casualty assistance calls officer for next of kin.

Additional information and authority in disposition of personal effects are contained in the NAVSUP P-490, *Transportation of Personal Property* and in the *NAVSUP Manual*, volume V, "Transportation of Property."

BACHELOR QUARTERS RECORDS AND REPORTS

The BQ officer is responsible for the preparation of all required records and reports.

The BQ Annual Inventory and Utilization Data Report (DD Form 2085) covers the period 1 October-30 September (FY). Reports will be submitted to reach the major claimant within 20 days after the AS OF DATE. The AS OF DATE is the last date of the reporting period. Major claimants will submit reports to reach CNMPC (N-671) within 40 days after the AS OF DATE. When reports are submitted for the first or last time, this fact will be noted on the back of the form.

The following bachelor quarters records should also be maintained:

- BQ registration card—should be prepared by each person assigned quarters and should be filed alphabetically and by room number. Past registration cards should contain copies of residents' orders, documentation of hardship for geographic bachelors, personal property records and household goods claims. The past resident file should be arranged by month and year, in alphabetical order, and kept for a period of 3 years.

- Copy of receipts, invoices, purchase orders, and contracts as required by NAVSO P-3520.

- Records of logbooks pertaining to operations of bachelor quarters such as lost and found, baggage room, project ID, and so forth.

A daily house count of occupied and vacant rooms is necessary in the day-to-day operation of Navy bachelor quarters. The CARD clerk will be tasked to monitor the daily check-in and check-out of personnel. Once a daily check-in and check-out is maintained, an occupancy report can easily be filled out by subtracting the number of personnel checked out and adding the number of personnel checked in to the previous daily utilization worksheet.

PROCUREMENT OF FURNISHINGS FOR BQs

The Naval Facilities Engineering Command (NAVFACENGCOM) programs, budgets for, and funds the initial PSE outfitting of all newly constructed or modernized bachelor quarters for Military Construction, Navy (MCON) and Military Construction, Naval Reserve (MCNR) programs. *NAVCOMPT Manual*, paragraph 075202, provides this authority. Procurement authorization and funding resources for the initial outfitting furnishings are provided by

NAVFACENGCOM to its engineering field divisions.

Activities are authorized to procure furniture and equipment for replacement or augmentation purposes within established budgetary procurement and other existing guidelines. In planning furniture replacements, consider only those items not susceptible to economical repair. Judgment of economic repair of items should include the age and general condition of items, scope of required repairs, and anticipated usable life of the items after repair.

In the purchase of furniture, items must be of good quality and within price ranges suitable for the occupancy category. Differences in grade, style, or quality of the articles may vary according to the status and duties of the occupants. The extent and nature of the variations must be determined by the activity commander. Types of furnishings must be appropriate to the climate and to the particular quarters to be equipped. The general styling and materials must be consistent with those in common use in the locality, insofar as practical. Efforts should be made to increase the habitability through the attractiveness, comfort, and serviceability of furnishings.

Officers and enlisted personnel should be encouraged and permitted to supplement government furnishings with personally owned items of furniture and accessories in good condition. In room accommodations, the complete use of privately owned furnishings should be permitted if the furnishings meet the requirements or standards established by the local command.

All furniture must be procured according to the mandatory government sources of supply set forth in chapter 5 of the *Armed Services Procurement Regulations* (ASPR) and *Navy Procurement Directives*, as applicable

The majority of PSE in use in bachelor quarters is classified as minor property. PSE with a unit cost exceeding $1,000 will be identified according to *NAVCOMPT Manual*, volume 3, chapter 6 The term *minor property* is defined as personal property acquired for immediate use and having a unit cost of less than $1,000 Minor property located in activities of the Naval Shore Establishment will be marked with appropriate designation as "USN Property" or "(USN)" and list the BEQ/BOQ building number plus the room/lounge number; however, they should not be marked or tagged with plant property identification numbers. Additional local identification for control purposes may be established as desired. However, items cannot be marked by crests, insignia, and so forth, or otherwise identified to a particular Navy component, but the items will be suitable and appropriate for use by members of all Navy components. Serviceable items in inventory or use cannot be replaced to meet this requirement. All markings should be in an inconspicuous place so as not to detract from the appearance of the item.

MAINTENANCE AND REPAIR

The maintenance and repair of furniture and equipment must be limited to actions necessary to keep items in such condition that they may be used for their intended purpose and to protect the government investment.

Whether to repair, replace, or dispose of an item is often, in the last analysis, a matter of judgment However, such judgments should never be made arbitrarily and should be based on the best information available. Intangible factors such as life expectancy of a repaired item, availability of funds for replacement, time delays involved in procurement versus repair, availability of spare parts, urgency of need, size, quality differential between the old and new items, and similar considerations should be considered. Generally, the estimated one-time repair cost to place an item of furniture in fully satisfactory condition and substantially extend its life expectancy should not exceed 75 percent of the cost of a similar replacement item unless unusual circumstances prevail Conversely, furniture should not normally be replaced unless the one-time cost exceeds 75 percent of the cost of a similar replacement item, or unless the replacement is justified to upgrade the overall habitability of quarters.

Repair of furnishings excess to authorized requirements is prohibited. Excess furnishings requiring repair should be removed from quarters or warehouse inventory for disposal.

Normal recurring maintenance and any necessary repairs that can be performed in existing shop facilities may be performed by station forces. When requirements for maintenance or repair work exceed the in-house capabilities of the activity, such work should be procured from those mandatory sources contained in the ASPR (chapter 5) or from commercial sources under the specific conditions authorized by the same regulation.

REDISTRIBUTION OR DISPOSAL OF EXCESS FURNISHINGS

Existing stocks of government-owned furnishings will be used to the fullest extent practical for authorized requirements. To this end, transfers of furnishings excess to requirements of an installation will be made within and among naval activities as may be directed and subject to approval of major claimants. Also, transfers between the family housing inventories and the bachelor quarters inventories are permissible. Such transfers of furnishings are not reimbursable but are subject to accessorial or administrative costs charges incident to transfer, as may be agreed upon by releasing and acquiring activities.

Excess furnishings beyond the limitations may be retained in inventory for use in any living quarters, subject to the following:

1. No appropriated funds should be expended for cleaning, repair or replacement.
2. Personnel using excess furnishings should be informed that such furnishings may be removed from their quarters at any time if required for other authorized uses.
3. Prompt action should be taken to dispose of excess furnishings requiring repair.

Excess furnishings will be disposed of according to DoD 4160.21M, *Defense Disposal Manual*, after approval to do so has been provided by the applicable major claimant.

Transfer of furnishings from one installation to another will be undertaken only if economically desirable. Factors to consider include accessorial and/or administrative costs, repair costs, suitability of the furnishings in relationship to the cost of new procurement, and time factors involved.

No furnishings will be transferred from one inventory (family housing or bachelor quarters) to the other, or from one installation to another, unless the items involved are in excess to requirements of the transferring inventory.

When it is advantageous to transfer continental United States (CONUS) furnishings to overseas locations, consideration will be given to collecting items designated for specific locations at a central point for processing, packing, and shipment.

Redistribution of excess furnishings to other DoD components will be as approved by major claimants and will be for the purpose of meeting requirements with suitable government-owned items in lieu of new procurement whenever this is economically advantageous.

RESPONSIBILITY OF ACTIVITY

Major claimants and activity commanders who provide bachelor quarters have the following responsibilities:

1. Conduct a comprehensive review of local bachelor quarters policies, regulations, practices, and attitudes to identify demeaning and unnecessarily restrictive practices and areas of inadequate service. Take action to improve the livability and acceptability of bachelor quarters by eliminating restrictions for which no necessity exists and by instituting enlightened, effective management.

2. Organize and rigorously pursue self-help rehabilitation and improvement programs for all personnel support equipment according to OPNAVINST 11000.8F and applicable local directives.

3. Budget for replacement, augmentation, and other costs (such as control, moving and handling, maintenance and repair) of bachelor quarters furniture and furnishings within the assigned financial ceiling to the extent practical.

4. Develop and implement rules and regulations pertaining to the care and upkeep of the furniture, furnishings, and equipment in bachelor quarters The aim of these objectives is to do the following·

   a. Prevent misuse, damage, or loss of furnishings

   b. Instill individual responsibility for the proper care and usage of furnishings

   c. Improve and maintain habitability

   d. Effect economical use of funds spent for furnishings

5. Conduct routine inspections of bachelor quarters other than fire inspections.

6. Control storage, issue, and repair of furniture and equipment.

7. Conduct annual inventory of PSE for budget backup and BEQ/BOQ internal management purposes.

8. Review excess listings from other activities and DoD components for serviceable and acceptable furniture that may be acquired to deplete requirement deficiencies in Navy bachelor quarters.

9. Take expeditious action in the inspection of new bachelor quarters furnishings at the time of receipt, reporting such discrepancies that may be found to the applicable procuring source. Complaints involving quality of merchandise, as well as latent defects discovered at a subsequent time, should also be reported. Copies of such significant complaints should be furnished to COMNAVFACENGCOM, Attention: Code 0463.

FURNITURE AND FURNISHINGS ALLOWANCE

Commanding officers must provide furniture and furnishings in good condition consistent with the space, shape, and size of a building's interior. Initial outfitting of new BOQs and BEQs and those rehabilitated under MCON projects must be complete The tables listed in figures 8-15, 8-16, and 8-17 show the minimum and maximum PSE allowances for the BOQ, BEQ, and BEQ A schools respectively

BACHELOR OFFICER QUARTERS OPERATION

Bachelor officer quarters (BOQs) are operated primarily to discharge the Navy's responsibility for providing essential lodging for Navy bachelor officers on active duty Priority in the assignment of rooms to Navy and Marine Corps officers on active duty (including active duty for training in excess of 72 hours) and for officers of the Selected Reserve performing scheduled periods of inactive duty training (drills) must be according to OPNAVINST 11103 3

BILLETING

Billeting must be according to the provisions of OPNAVINST 11103.3. The assignment of an individual to accommodations should remain unchanged during the period of residence in order to foster a propriety feeling and encourage self-help improvements. When an individual has made appreciable improvements in assigned accommodations, the occupant should not be involuntarily reassigned to other quarters.

The responsibility for determining the adequacy of quarters rests with the commanding officer. Personnel E-7 through O-10, without dependents and on permanent change of station orders, may elect not to occupy quarters in the BQ. Consequently, they may receive the basic allowance for quarters prescribed for their paygrade unless the Chief of Naval Operations determines that they must occupy BQ because of military operational requirements or conditions. Habitability criteria for BOQs are contained in OPNAVINST 11103.3.

The commanding officer of the command operating the BOQ is responsible for officially notifying the cognizant command when an officer is assigned quarters to ensure that appropriate action is taken for forfeiture of BAQ This requirement includes officers in a transient status incident to permanent change of station (PCS), on temporary duty, and on leave or liberty who remain in the BOQ for a sufficient period of time that requires the forfeiture of BAQ.

QUARTERS ASSIGNMENT POLICY

For purposes of defining permanent and transient BOQ residents, the status of BOQ residents will be determined as follows:

Permanent BOQ residents are those officers permanently attached to the station, tenant commands including ships, and nearby activities who reported to their current duty station under PCS orders. Appropriate grades of government civilian employees (U.S citizens only) having permanent station overseas outside the CONUS (excluding Hawaii) are defined as permanent residents.

Transient BOQ residents are individuals in a temporary or transient status who are not permanently attached to a local activity including ships.

TABLE OF MINIMUM AND MAXIMUM PSE, BOQ

ITEM DESCRIPTION	CONVENTIONAL BEDROOM MIN.	CONVENTIONAL BEDROOM MAX.	COMBINATION LIVING ROOM AND BEDROOM MIN.	COMBINATION LIVING ROOM AND BEDROOM MAX.	LIVING ROOM AND BEDROOM SUITE MIN.	LIVING ROOM AND BEDROOM SUITE MAX.	LOUNGES MIN.	LOUNGES MAX.	REMARKS	LIFE EXPECTANCY (YEARS) NONTROPICAL	LIFE EXPECTANCY (YEARS) TROPICAL
Wastebasket	1	1	1	1	1	2	1	2	per room	5	5
Bedspread	1	2	1	2	1	2	-	-	per bed	5	5
Bed, inner spring and mattress	1	1	1	1	1	1	-	-	per occupant	16 metal 12 wood	15 metal 10 wood
Blanket	1	3	1	3	1	3	-	-	per bed	5	5
Bookcase	0	1	0	1	0	1	0	1	per space	14	11
Cabinet, storage	0	1	0	1	0	1	0	1	per space	20	20
Chair, dining	0	4	0	4	0	4	0	0	when dining table is provided	11	10
Chair, desk	1	1	1	1	1	1	0	0	per desk	16	14
Chair, easy (vinyl or cloth)	1	1	1	1	2	2	0	2	per occupant	16	14 cloth not recommended in tropical areas
Chair, occasional	0	1	0	1	1	1	0	2	per room	16	14
China cabinet or buffet	-	-	-	-	0	1	0	0		14	11
Clock, wall	0	1	0	1	0	1	0	1		5	5
Cover, mattress	0	2	0	2	0	2	-	-	per bed	5	5
Cover, pillow	0	2	0	2	0	2	-	-	per pillow	5	5

90.112

Figure 8-15.—Table of minimum and maximum PSE, BOQ.

TABLE OF MINIMUM AND MAXIMUM PSE, BOQ (CONT.)

ITEM DESCRIPTION	CONVENTIONAL BEDROOM MIN.	CONVENTIONAL BEDROOM MAX.	COMBINATION LIVING ROOM AND BEDROOM MIN.	COMBINATION LIVING ROOM AND BEDROOM MAX.	LIVING ROOM AND BEDROOM SUITE MIN.	LIVING ROOM AND BEDROOM SUITE MAX.	LOUNGES MIN.	LOUNGES MAX.	REMARKS	LIFE EXPECTANCY (YEARS) NONTROPICAL	LIFE EXPECTANCY (YEARS) TROPICAL
Rug 3'x6'	1	1	1	1	1	1	1	1	per room	7	7
Sheet, bed	2	4	2	4	2	4	-	-	per bed	3	3
Sofa bed	0	0	0	1	0	0	0	1	per room	16	12
Stand, smoking	0	1	0	1	0	2	0	5		7	7
Table, coffee	0	0	1	1	0	1	0	2	per sofa	14	11
Table, dining	-	1	-	1	0	1	-	-		11	10
Table, end	1	1	2	2	2	2	0	2	per sofa	14	11
Table, night	1	1	0	1	1	1	-	-	per bed	20 metal 14 wood	20 metal 11 wood
Table, gen. purpose	0	0	0	1	0	1	-	-	per room	14	11
Wardrobe with inner chest or separate chest of drawers	1	1	1	1	1	1	-	-	per occupant, closet and chest of drawers will suffice	20	20
Towel, bath	2	4	4	4	4	4	-	-	transient personnel only	2	2
Wash cloth	2	2	2	2	2	2	-	-	transient personnel only	1	1

NOTE: Fans and air conditioners Where air conditioning is not available and climate conditions indicate, fans will be provided as follows.

a Floor fan - 1 per lounge

b. Desk fan - 1 per 150 square feet or a fraction thereof in UPH rooms

90.112.1

Figure 8-15.—Table of minimum and maximum PSE, BOQ—Continued.

TABLE OF MINIMUM AND MAXIMUM PSE, BOQ (CONT.)

ITEM DESCRIPTION	CONVENTIONAL BEDROOM MIN.	CONVENTIONAL BEDROOM MAX.	COMBINATION LIVING ROOM AND BEDROOM MIN.	COMBINATION LIVING ROOM AND BEDROOM MAX.	LIVING ROOM AND BEDROOM SUITE MIN.	LIVING ROOM AND BEDROOM SUITE MAX.	LOUNGES MIN.	LOUNGES MAX.	REMARKS	LIFE EXPECTANCY (YEARS) NONTROPICAL	LIFE EXPECTANCY (YEARS) TROPICAL
Davenport, (vinyl or cloth)	0	0	0	0	0	1	0	2		16	12 cloth not recommende in tropica areas
Desk	1	1	1	1	1	1	0	2	per occupant	20 metal 14 wood	20 metal 11 wood
Draperies	1	1	1	1	1	1	1	1	set per window (should be lined for longer wear)	7	5
Lamp, table	1	1	1	1	1	3	1	2	per night or end table	5	5
Lamp, floor	1	1	1	1	1	1	1	1	per room	5	5
Lamp, desk	1	1	1	1	1	1	1	1	per desk	5	5
Mirror, wall	0	1	0	1	0	1	0	0	per dresser or chest	15	15
Mirror, full length	1	1	1	1	1	1	0	1	per room	15	15
Pad, mattress	0	1	0	1	0	1	-	-	per bed	5	5
Pad, rug	1	1	1	1	1	1	1	1	per rug (3'x6')	7	7
Pillow, bed	1	1	1	1	1	1	-	-	per bed (single)	3	3
Pillow case	2	2	2	2	2	2	-	-	per pillow	3	3
Rack, magazine	0	1	0	1	0	2	0	2	per room	14	11
Refrigerator	0	1	0	1	0	1	0	1	efficiency size	15	12

90.112.2

Figure 8-15.—Table of minimum and maximum PSE, BOQ—Continued.

TABLE OF MINIMUM AND MAXIMUM PSE, BEQ

ITEM DESCRIPTION	CONVENTIONAL BEDROOM MIN.	CONVENTIONAL BEDROOM MAX.	COMBINATION LIVING ROOM AND BEDROOM MIN.	COMBINATION LIVING ROOM AND BEDROOM MAX.	LIVING ROOM AND BEDROOM SUITE MIN.	LIVING ROOM AND BEDROOM SUITE MAX.	LOUNGES MIN.	LOUNGES MAX.	REMARKS	LIFE EXPECTANCY (YEARS) NONTROPICAL	LIFE EXPECTANCY (YEARS) TROPICAL
Wastebasket	1	1	1	1	1	1	1	2	per two occupants and per bathroom	5	5
Bed spread	1	2	1	2	1	2	-	-	per bed	5	5
Bed, single	1	1	1	1	1	1	-	-	per occupant, (E7-E9 will be provided with boxspring and mattress)	16 metal 12 wood	15 metal 10 wood
Blanket	1	3	1	3	1	3	-	-	per occupant	5	5
Bookcase	0	1	0	1	0	0	0	2	per room	14	11
Chair, desk	1	1	1	1	0	0	0	2	per desk	16	14
Chair, easy	1	1	1	1	0	0	0	4	per E7-E9	16	14
(vinyl or cloth)	1	1	1	1	0	0	0	4		16	cloth not recommend in tropical areas
Chest, storage	0	1	0	1	0	0	0	2	per lounge	20	20
Clock, wall	0	1	0	1	0	1	0	1	per room	5	5
Coat rack	0	1	0	1	0	0	0	1	per room	14	11
Cover, mattress	1	2	1	2	1	2	-	-	per bed	5	5
Cover, pillow	1	2	1	2	1	2	-	-	per pillow	5	5

90.113

Figure 8-16 —Table of minimum and maximum PSE, BEQ.

TABLE OF MINIMUM AND MAXIMUM PSE, BEQ

ITEM DESCRIPTION	CONVENTIONAL BEDROOM MIN.	CONVENTIONAL BEDROOM MAX.	COMBINATION LIVING ROOM AND BEDROOM MIN.	COMBINATION LIVING ROOM AND BEDROOM MAX.	LIVING ROOM AND BEDROOM SUITE MIN.	LIVING ROOM AND BEDROOM SUITE MAX.	LOUNGES MIN.	LOUNGES MAX.	REMARKS	LIFE EXPECTANCY (YEARS) NONTROPICAL	LIFE EXPECTANCY (YEARS) TROPICAL
Davenport (vinyl or cloth)	0	1	0	1	0	0	1	2	per four occupants	16	12 cloth not recommended in tropical areas
Desk	1	1	1	1	0	0	1	2	per room occupant (schools, 1 per occupant)	20 metal 14 wood	20 metal 11 wood
Draperies	1	1	1	1	1	1	1	1	set per window	7	5
Lamp, desk	1	1	1	1	1	1	1	1	per desk (E7-E9 only)	5	5
Lamp, floor	1	1	1	1	0	0	1	2	per room	5	5
Lamp, table	1	1	1	1	0	0	1	1	per room	5	5
Mirror	0	1	0	1	0	0	0	0	per dresser or chest of drawers	15	15
Mirror, full length	1	1	1	1	1	1	0	1	per space	15	15
Pad, mattress	0	1	0	1	0	1	-	-	per bed	5	5
Pad, rug	1	1	1	1	0	0	1	1	per rug (3'x6')	5	5
Pillow, bed	1	1	1	1	1	1	-	-	per bed (single)	3	3
Pillow, case	2	2	2	2	2	2	-	-	per pillow	3	3
Refrigerator	0	1	0	1	0	0	0	1	efficiency size	15	12

90.113.1

Figure 8-16 —Table of minimum and maximum PSE, BEQ—Continued.

TABLE OF MINIMUM AND MAXIMUM PSE, BEQ

ITEM DESCRIPTION	CONVENTIONAL BEDROOM MIN.	CONVENTIONAL BEDROOM MAX.	COMBINATION LIVING ROOM AND BEDROOM MIN.	COMBINATION LIVING ROOM AND BEDROOM MAX.	LIVING ROOM AND BEDROOM SUITE MIN.	LIVING ROOM AND BEDROOM SUITE MAX.	LOUNGES MIN.	LOUNGES MAX.	REMARKS	LIFE EXPECTANCY (YEARS) NONTROPICAL	LIFE EXPECTANCY (YEARS) TROPICAL
Rug 3'x6'	1	1	1	1	1	0	1	1	per space	7	7
Sheet, bed	2	4	2	4	2	4	-	-	per occupant	3	3
Stand, smoking	0	1	0	1	0	0	0	5	per two occupants	7	7
Table, night	1	1	0	1	0	0	0	0	per bed	20 metal 14 wood	20 metal 11 wood
Table, occasional	1	1	1	1	0	0	0	5	per two easy chairs in lounge	14	11
Table, general	-	-	-	-	1	1	0	1	per four occupants	11	10
Wardrobe with inner chest or chest of drawers	1	1	1	1	1	1	-	-	per occupant	20	20
Towel, bath	2	2	2	2	2	2	-	-	transient personnel only	2	2
Wash cloth	2	2	2	2	2	2	-	-	transient personnel only	1	1

NOTE: Fans and air conditioners. Where air conditioning is not available and climate conditions indicate, fans will be provided as follows:

a. Floor fan
   1. 1 per lounge
   2. 1 per 500 square feet or a fraction thereof in open bay quarters
b. Desk fan
   1. 1 per 150 square feet or a fraction thereof

90.113.2

Figure 8-16.—Table of minimum and maximum PSE, BEQ—Continued.

TABLE OF PSE, SEMI-OPEN-BAY BEQ FOR A SCHOOLS

ITEM DESCRIPTION	CUBICLE MIN.	CUBICLE MAX.	PASSAGEWAY MIN.	PASSAGEWAY MAX.	LOUNGES MIN.	LOUNGES MAX.	REMARKS	LIFE EXPECTANCY (YEARS) NONTROPICAL	LIFE EXPECTANCY (YEARS) TROPICAL
Wastebasket	1	1	-		1	2	-	5	5
Bunk, spread	1	1	-		-		per student	5	5
Bunk, double	2	2	-		-		per four students (1)	16 metal 12 wood	15 metal 10 wood
Blanket	1	3	-		-		per student	5	5
Bookcase	-		-		0	2	per lounge	14	11
Chair, desk	1	1	4	4	-		(2)	16	14
Chair, easy (vinyl or cloth)	0	0	0	0	0	4	-	16	(3)
Chest, storage	(1)		-		-		(1)	-	-
Clock, wall	0	0	2	2	0	1	-	5	5
Coat rack	0	0	0	0	0	1	-	14	11
Cover, mattress	1	1	-		-		per student	5	5
Cover, pillow	1	1	-		-		per pillow	5	5

NOTES: (1) Storage locker under each bunk
(2) 1 per desk, 4 per table
(3) Cloth not recommended in tropical areas

90.114

Figure 8-17.—Table of PSE, semi-open-bay BEQ for A schools.

8-46

TABLE OF PSE, SEMI-OPEN-BAY BEQ FOR A SCHOOLS (CONT.)

ITEM DESCRIPTION	CUBICLE MIN.	CUBICLE MAX.	PASSAGEWAY MIN.	PASSAGEWAY MAX.	LOUNGES MIN.	LOUNGES MAX.	REMARKS	LIFE EXPECTANCY (YEARS) NONTROPICAL	LIFE EXPECTANCY (YEARS) TROPICAL
Davenport (vinyl or cloth)	-	-	-		1	2	-	16 16	12 (3)
Desk	1	1	-		-		per two students	20 metal 14 wood	20 metal 14 wood
Draperies	1	1	-		-		set per window	7	5
Lamp, desk	(4)		-		-		-	5	5
Lamp, table	-		1	1	1	1	per table in passageway	5	5
Mirror	-		-		-		-	-	-
Mirror, full Length	-		1	2	1	1	-	15	15
Pad, mattress	1	1	-		-		per student	5	5
Pad, rug	0	1	-		1	1	per rug (3'x6')	5	5
Partitions, movable	(5)		-		-		-	7	5
Pillow, bunk	1	1	-		-		per student	3	3
Pillow case	1	1	-		-		per pillow	3	3
Refrigerator	0	0	0	0	0	1	-	15	12

NOTES: (CONT): (4) fixed reading light
(5) movable partitions are optional (see paragraph 3310-2.)

90.114.1

Figure 8-17.—Table of PSE, semi-open-bay BEQ for A schools—Continued.

8-47

TABLE OF PSE, SEMI-OPEN-BAY BEQ FOR A SCHOOLS (CONT.)

ITEM DESCRIPTION	CUBICLE MIN.	CUBICLE MAX.	PASSAGEWAY MIN.	PASSAGEWAY MAX.	LOUNGES MIN.	LOUNGES MAX.	REMARKS	LIFE EXPECTANCY (YEARS) NON-TROPICAL	LIFE EXPECTANCY (YEARS) TROPICAL
Rug, 3'x6'	0	1	-		1	1	-	7	7
Sheet, bunk	2	2	-			-	per student	3	3
Stand, smoking	0	0	(6)		1	4	-	7	7
Table, mess deck		-	(7)			-	4 persons per table	30 metal	20 metal
Table, occasional		-		-	1	4	-	14	11
Table, general		-		-		-	-	-	-
Locker, stand-up	1	1		-		-	per student	20 metal	20 metal

NOTES (CONT): (6) 1 per mess deck table
(7) 1 four person mess deck table will be provided for every two cubicles
(8) Fans and air conditioners: Where air conditioning is not available and climate conditions indicate, floor fans will be provided as follows:
(a) 1 per lounge
(b) 1 per 500 square feet of semi-open-bay quarters

90.114.2

Figure 8-17.—Table of PSE, semi-open-bay BEQ for A schools—Continued.

Commanding officers must maintain maximum occupancy of all adequate bachelor officers' quarters by authorized personnel. The space and occupancy criteria for assignment of bachelor officer quarters must be as follows:

Paygrade	Assignment Criteria
O1 and above	May elect to receive BAQ and live off base regardless of quality of available accommodations

Paygrade	Transient Assignment Criteria
All officers and warrant officers	a. 250 sq ft b Private room c Shared bath with no more than one other

Paygrade	Permanent Assignment Criteria
O3 - Above	a 400 sq ft b. Living room c Bedroom d Private bath e Access to kitchen or dining facility receiving appropriated fund support
O1 - O2 All warrant officers	a 250 sq ft b Sleeping/living room c Private bath

- Commanding officers should not keep BOQs vacant for a specific person unless required by military necessity, in which case, the vacancy should not exceed 30 days This policy applies only to unassigned quarters and does not apply to quarters specifically required for personnel in certain categories such as DoD overseas dependent school teachers, students at Navy schools, key personnel, and so forth

- BOQs must not only meet the basic needs, but should also provide the space, privacy, housekeeping services, and furnishings that are equal to the standard of housing commercially available in the civilian community.

- Commanding officers may exceed the normal space allowances in assigning bachelor officers quarters if the space is available.

- Male and female officers or comparable grade civilian employees may be assigned accommodations in the same facility provided individual accommodations are privately assigned. An exception to this policy is a married couple assigned accommodations in the BOQ.

NOTE: Refer to enlisted assignment criteria for definitions of geographic bachelor.

EXTENSION OF PRIVILEGES

If BOQ facilities permit, privileges to BOQs may also be extended to the following:

- Officers of the other armed services of the United States and foreign nations on active duty (and to officers of the National Oceanic and Atmospheric Administration and the Public Health Service) when attached to, or in a transient status at the activity.

- Officers of the Standby Reserve components of the Navy and Marine Corps Reserve (other than inactive officers of the Selected Reserve performing scheduled periods of inactive duty training [drills]; provided their place of residence is more than 50 miles from the activity where the drills are being performed) when on board the station to attend authorized drills.

- Personnel of the American National Red Cross assigned to duty at the activity, to the extent specified in SECNAVINST 5760.1. American National Red Cross personnel are required to pay rental charges.

- Government civilian employees and contract employees traveling on official travel orders from competent authority.

- Appropriate grades of government civilian employees (U S citizens only, not foreign nationals) having permanent station in a foreign country or in Alaska, Guam, Midway, American Samoa, Tutuila, Manoa, Swains, Canton, Christmas, Johnston, Kawalis, Sand, Swan, and Wake Island (not Hawaii and Virgin Islands). Also included are DoD contract employees and school teachers employed under Public Law 86-91 (20 USC 901-906). This authority derives from Public Law 5 USC 5912, which provides in part that ". civilian employees of the government who are U S. citizens having permanent station in a foreign country may be furnished, without cost to them, living quarters, including heat, fuel, and light, in government-owned or rented buildings . . " At some overseas stations, nonhousekeeping quarters for U.S civilian employees are provided. When none are available, the privileges of the BOQ may be extended to U.S. civilian employees.

- Naval Academy midshipmen; cadets of the Army, Air Force, and Coast Guard Academies; naval officer candidates, naval aviation officer candidates, and aviation reserve officer candidates while performing training or otherwise in a transient status; and Naval Reserve Officer Training Corps midshipmen only when on active duty during training periods.

When no other quarters are available and military personnel are not inconvenienced, the privileges of the BOQ may be extended as follows:

1. To U.S. Navy technicians, contractors' representatives, official visitors, and persons engaged in station entertainment, provided that such transient residence involves convenience to, or the economy of, the government rather than the individual. These personnel are required to pay rental charges for the full period of occupancy. Members of SECNAV orientation cruises are considered guests of the Secretary and are exempt from rental charges. No other visitors are exempt from rental charges.

In rare instances, contractors' representatives have orders specifying that quarters at overseas activities will be furnished without a rental charge. In addition, entertainers officially sponsored by the armed services may have invitational travel orders that permit quarters to be furnished without a rental charge. In such instances, the collection of a rental charge may be waived. The BOQ will retain in its files a copy of each individual's orders. A service charge will be assessed to cover the costs of housekeeping services.

2. To officers accompanied by their dependents awaiting transportation or permanent housing incident to a PCS or in a travel or leave status including temporary duty en route incident to PCS Entitlement to BAQ exists, but for not more than 30 days. Occupancy of quarters in excess of 30 days will require forfeiture of BAQ. A service charge will be assessed to cover the costs of housekeeping services.

3. To active duty officers accompanied by dependents on authorized liberty or leave, not incident to PSC, and to officers on the retired list with pay, whether unaccompanied or accompanied by their spouses, who require overnight accommodations. Occupancy of quarters in such instances should be on a space-available basis, and ordinarily should not exceed 1 night. However, if space is available without inconvenience to active duty personnel residing in the BOQ, occupancy may be extended on a day-to-day basis for a period not to exceed 2 weeks and only on the basis of a daily review of the space-available criterion. Active duty officers' entitlement to BAQ continues during occupancy, but not for more than 7 days. Occupancy of quarters in excess of 7 days will require forfeiture of BAQ. A service charge will be assessed to cover the costs of housekeeping services.

4. To officers accompanied by their dependents who are serving on temporary duty or temporary additional duty, not incident to PCS, more than 100 miles from their residence, BAQ entitlement continues, but not for more than 7 days. Occupancy of quarters in excess of 7 days will require the forfeiture of BAQ. A service charge will be assessed to cover the costs of housekeeping services.

5. To candidates of naval officer programs, including USNA, NROTC, OCS, and so forth, who are on board overnight for application processing.

BACHELOR QUARTERS (BQ) FINANCIAL MANAGEMENT

The administration, management, operation, maintenance, and use of bachelor quarters are command functions that are supported, within regulatory guidance, by appropriated funds.

The Navy policy is to provide custodial services as part of its building operation and maintenance program function for bachelor quarters in common use areas (such as hallways, lobbies, dayrooms, game rooms, lounges, laundry rooms, and so forth) through the use of appropriated funds to support the costs of janitorial services in common use areas Station operations and maintenance funds should reimburse the BQ billeting fund for the nonappropriated fund expenditures to support janitorial services in common use areas

Maid and housekeeping services within the confines of the individual personal living areas cannot be paid from appropriated funds, but from service charges collected from personnel assigned to these quarters Funds collected from occupants for maid and housekeeping services, rental charges, and other sources cannot be used to reimburse either appropriated or nonappropriated funds. Also, these funds cannot be used to prevent the requirement of appropriated funds for those costs that are specified as appropriated fund responsibilities.

BILLETING FUNDS

Each commanding officer operating a BQ establishes and administers a BQ billeting fund for receiving and disbursing monies collected through approved service charges, rental charges, and other sources. Billeting funds are classified as a Category VIII—activity management nonappropriated fund according to the publication *Nonappropriated Fund Financial Management Policies and Standards* (NAVSO P-3520). Billeting funds are operated as self-sustained nonappropriated fund fiscal entities established to provide BQ services to eligible personnel and as such are instrumentalities of the United States government. They are established, organized, operated, and controlled by official regulations issued by the Department of the Navy. Billeting funds cannot be operated for the financial profit of any persons or group or combinations of persons, and no individual can have any financial interest or right, in any manner whatsoever, in the operation of the fund. Billeting funds cannot be contributed, donated, loaned, or transferred to other nonappropriated or appropriated funds Prior approval of the Chief of Naval Personnel is required for the establishment, disestablishment, or modification of a billeting fund The Chief of Naval Personnel is successor in interest to any disestablished billeting fund.

Billeting funds must be identified by the name of the activity, where they are established, and the billeting facility; such as BOQ Naval Station, Norfolk They must be administered as follows:

- Billeting funds must be administered and accounted for according to *Nonappropriated Fund Accounting Procedures*, NAVSO P-3520, which contains financial management policies and procedures concerning morale, welfare, and recreation programs

- Billeting funds must be administered as a separate financial entity to serve as a depository for money collected from fees and service charges.

- Income generated by service charges to transient personnel is essentially a cost to appropriated funds as an authorized reimbursement to TAD personnel for billeting services. As such, the funds are subject to close audit and review.

- Commanding officers must monitor the operation of billeting funds and adjust service charges as necessary according to CNO directives to prevent an accumulation of shortage of monies over and above that necessary to meet immediate and short-range obligations, employee liabilities, facility improvement projects, or equipment replacement expense.

BILLETING FUND SERVICE CHARGE POLICY

The establishment of a service charge and the rate of such a charge must be accomplished by the commanding officer subject to the conditions, limits, and guidance in these instructions. Deviations from service charge regulations require prior approval of CNMPC (N-671).

- Each commanding officer operating a BQ is responsible for obtaining income and for paying expenses. All income and expenses must be maintained at a level sufficient to meet immediate and short-range obligations and planned improvements.

- When service charges are established to pay for maid and housekeeping services and other costs incident to the operation of the BQ, the commanding officer must ensure that all personnel to be assigned quarters are informed that a charge for this service is required.

- Service charges for permanent party residents should be established and maintained at the minimum amount necessary to defray expenses for maid and housekeeping service costs within the confines of individual rooms.

- Service charges for transient personnel should be established in amounts sufficient to defray the costs for maid and housekeeping services, other services and supplies, furniture, and equipment not available from appropriated funds.

- A schedule of established service charges specified by the commanding officer should be posted in a prominent place in the BQ.

- Service charges and rent will be payable on departure for those individuals staying less than 30 days, and monthly, by the 5th of the month, for those staying more than 30 days. The collection of service charges must be determined by the commanding officer of the command operating the BQ.

LAUNDRY AND DRY-CLEANING SERVICES

Government-owned room linens and furnishings should be laundered and dry cleaned at the expense of appropriated funds. The term *room linens and furnishings* includes bed linens, towels, washcloths, bathmats, shower curtains, blankets, rugs, and similar items used in conjunction with the outfitting of a living space in a BQ.

RENTAL CHARGES

With the exception of the personnel in the categories listed below, all other personnel listed in this chapter are eligible to reside in a BQ and are not required to pay rental charges. Personnel in the following categories must reimburse the government when residing in the BQ by payment of rental charges.

American National Red Cross personnel within the CONUS (including Alaska and Hawaii) and its territories must pay a rental rate. In foreign areas, Red Cross personnel must be furnished quarters on the same basis as DoD civilian employees. U.S. Navy technicians, contractors' representatives, official visitors, and persons engaged in station entertainment authorized reside in the BQ.

Public Law 5 USC 5911 requires that rental rates and charges be established for rental quarters. It is the policy of the Department of the Navy to establish rents and charges for rental quarters and related facilities at their reasonable value by comparison with equivalent private rental quarters. Rental schedules and other charges, including utilities, must be affirmed or adjusted annually.

Technical assistance should be obtained from the engineering field divisions of the Naval Facilities Engineering Command upon request. Only professional appraisers can develop the reasonable value for rental charges for quarters in the BQ. Quarters in a BQ are compared with comparable privately owned units with similar furnishings, utilities, services, and equipment. The cost of laundering room linens and housekeeping services are included in rental charges.

With the exception of the service charge portion, fair market rental charges are not a part of the billeting fund or its budget. The billeting fund acts only as an administrative tool to transfer money collected to the appropriate accounts. This money will be held in the billeting fund and dispersed only as follows:

- Shelter rent: treasury miscellaneous receipt account
- Utilities and related services: reimburse the operation and maintenance (O&M) account financing the cost of utilities and related services (in most cases host command OPTAR)
- Service charge: return to billeting fund

Rents are to be paid promptly when due and where specified. Funds collected for this purpose must be taken up when received on the accounting records of the BQ billeting fund and accounted for according to the NAVSO P-3520. Service charges must be retained in the billeting fund and used to defray overhead costs as well as the direct costs of housekeeping, maid services, other services, and supplies, furniture, furnishings, and equipment not available from appropriated funds.

PROCEDURES FOR OBTAINING REIMBURSEMENT

Procedures for obtaining reimbursement for common use area cleaning costs and other BQ nonappropriated fund costs supported by appropriated funds are indicated as follows

Voucher for Disbursement and/or Collection (NAVCOMPT Form 2277) must be used to obtain reimbursement from appropriated funds according to the provision of volume 4, *NAVCOMPT Manual*. NAVCOMPT Form 2277 must be submitted to the appropriate command to obtain appropriated fund reimbursement for both nonappropriated costs for cleaning common use areas and other BQ nonappropriated fund costs authorized to be supported by appropriated funds.

With the exception of nonappropriated fund support for labor costs for maid, housekeeping, and janitorial services, all other operating and administration costs must be supported by appropriated funds. Administrative services and supplies; equipment and supplies for cleaning and maintenance; procurement of room linens and equipment; laundry and dry-cleaning costs; utilities, and management and administrative labor costs are some examples of appropriated

fund support areas. (See volume 7, *NAVCOMPT Manual.*)

ASSESSMENT PLAN FOR BQ BILLETING FUNDS

An assessment of 3 percent of total sales and income in nonappropriated fund BQ activities in the mechanized system was levied by COMNAVMILPERSCOM to support costs associated with BQ administration, accounting, insurance, and nonappropriated fund employee benefit programs. All BQ nonappropriated fund revenue from service charges, TAD charges, and sundry sales are to be included in total sales and income for computing assessments. Appropriated fund reimbursement for common use area cleaning costs, duty room cleaning costs, and so forth, will not be included in total sales and income. Assessment is deducted automatically by NMPC, Financial Branch, Building 1489, NAS Patuxent River, Maryland 20670-5000.

RAMCAS IN BQ OPERATIONS

The accounting handbook for the Navy BQs participating in the Recreation and Mess Central Accounting System (RAMCAS) section of the *Nonappropriated Fund Accounting Procedures,* NAVSO P-3520, prescribes the procedures you will follow to maintain financial control of Navy nonappropriated funds supporting bachelor quarters, particularly in the centralized accounting system (see fig. 8-18).

RAMCAS was established by CNMP to perform centralized accounting and reporting, and to provide centralized banking for Navy military funds. The accounting system is a composite type, maintaining individual accountability for each activity fund participating in the centralized accounting system. A double entry accounting system is maintained for each mess. Submission of the source documents by your activity as prescribed in the NAVSO P-3520 provides the necessary information for updating the general ledger accounts for your activity, and results in the preparation of monthly financial status statements that must be provided to certain designated commands and to each commanding officer. To accurately portray income earned and expenses incurred, the system must be maintained on an accrual basis as follows:

- Income and its related amounts are recorded in the period in which earned. This differs from the cash basis where income is recorded when collected

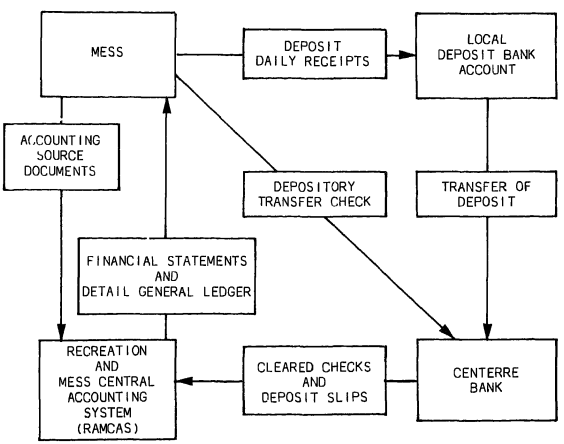

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Figure 8-18.—Recreation and Mess Central Accounting System (RAMCAS).

- Expenses and related liabilities are recorded in the period in which incurred.

Commanding officers continue to collect and deposit funds locally. These funds are transferred from the local bank to the commanding officer's credit in the Concentration Bank Account maintained by the CNMPC Mess Central Accounting System from which the commanding officer draws checks to make disbursements.

RAMCAS RESPONSIBILITIES

In the operation of the centralized accounting system, RAMCAS is limited to the following:

- Performing the accounting and reporting functions for each participating activity according to current directives.

- Maintaining the general ledger and chart of related accounts.

- Recording source data as submitted.

- Preparing and distributing monthly statements.

- Reconciling bank accounts except for local deposit bank accounts and locally maintained checking accounts that have been authorized for payroll or foreign currency. Recording these locally maintained accounts is the responsibility of the local command.

- Depositing into and withdrawing from the centralized savings account.

- Releasing notices containing unit data that do not affect the prescribed basic procedures or policies, such as editorial corrections, including any matters that will affect the general concept of fund procedure and control.

COMMAND RESPONSIBILITIES

Commanding officers of activities participating in RAMCAS are responsible for the following:

- Accounting for all receipts

- Propriety of expenditures

- Accuracy of source data

- Maintaining NAVCOMPT Forms 742 on all fixed assets

- Internal control at local level

- Preparing and maintaining payroll records and the rendering of reports related thereto

- Reconciling locally maintained checking accounts (such as payroll and foreign currency accounts authorized by RAMCAS) and reconciling local deposit bank accounts

- Approving any funds in 102-00 account (restricted cash)

Your activity must prepare the various source documents, described in NAVSO P-3520, and submit these documents to RAMCAS. In addition, the activity keeps a local file on all source documents submitted, and keeps subsidiary records for certain accounts. The activity deposits receipts daily into a local deposit bank account and immediately transfers such receipts to the Concentration Bank Account by a depository transfer check. The mess also pays the salaries for vendors and employees by checks drawn against the Concentration Bank Account.

RAMCAS receives the income source documents from your mess, edits the documents, performs necessary processing, and distributes the various monthly financial reports to each mess In addition, RAMCAS reconciles the Concentration Bank Account Discrepancy lists and technical service are also provided for each mess

CNMP acts as the overall coordinator for the system It establishes policy, receives and analyzes the financial reports that are provided to the messes, controls the investment of surplus funds, and manages facility construction, renovation, and modernization Decisions on loans, grants, and any other financial assistance are made by the Naval Military Personnel Command

The Concentration Bank acts as the ultimate depository for all mess funds. All checks must be written on this bank, unless authority has been granted by RAMCAS for individual messes to establish local checking accounts to payroll and foreign currency disbursement.

Activity Accounting Identification Number

RAMCAS assigns to each participating activity an identification number within a

five-digit series. Once a number is assigned, it cannot be reassigned regardless of the reason. The activity accounting number assigned to your bachelor quarters must be inserted, in a clear and legible manner, on every accounting document prepared by the activity. Additionally, your activity accounting number must be inserted on each piece of correspondence.

Accounting Periods

The activity fund is required to operate on a fiscal year period normally starting on 1 October of the calendar year and ending on 30 September of the following calendar year. A schedule of the accounting months are issued by RAMCAS at the beginning of each fiscal year.

Submission of Source Data and Requisition Forms

All source data, requested for NAVPERS forms required by the accounting system presented in the NAVSO P-3520, and correspondence with RAMCAS must be forwarded to Navy Military Personnel Command, Recreation and Mess Central Accounting System (RAMCAS), Building 1489, Patuxent River, Maryland 20670-5000 NAVCOMPT forms can be obtained through the Navy supply system. All documents must be listed and mailed in preaddressed transmittal envelopes (NAVPERS Forms 40) supplied by RAMCAS

INTERNAL CONTROL OF BQ ASSETS

The commanding officer, with the assistance of the BQ officer or manager, is responsible for maintaining a system of operating controls designed to do the following

- Protect the assets (resources) of the fund by periodically reviewing financial statements
- Provide and ensure effective BQ operation
- Ensure the accuracy of locally maintained records and locally submitted source documents

The internal control consists of the automatic checks and balances provided by the separation of records and functions. In the applications of internal control, the following elements should exist:

- Provision of separation of personnel assignments in the accounting and sales functions, as well as in the handling of cash
- Maintenance of adequate control over the receipt and disbursement of cash
- Establishing letters of authority
- Taking of periodic inventories by independent individuals
- Performance of internal audits
- Separation of the functions of purchasing and receiving merchandise
- Separation of the functions of issuing and receiving items from storerooms
- Making any internal checks that provide effective organization, operation, and protection against fraud
- Continuous managerial review at all levels to determine the effectiveness of the internal control system
- Development and maintenance of an organization chart that details the functional lines of responsibility and authority
- Providing a clearly defined job description for each employee

HANDLING FUNDS

The bachelor quarters cash includes the petty cash fund, change funds, bank accounts, and cash receipts. Purpose, policy, and procedure for use of the petty cash, change funds, and bank accounts are set forth in NAVSO P-3520. A Petty Cash Voucher (NAVCOMPT Form 743)

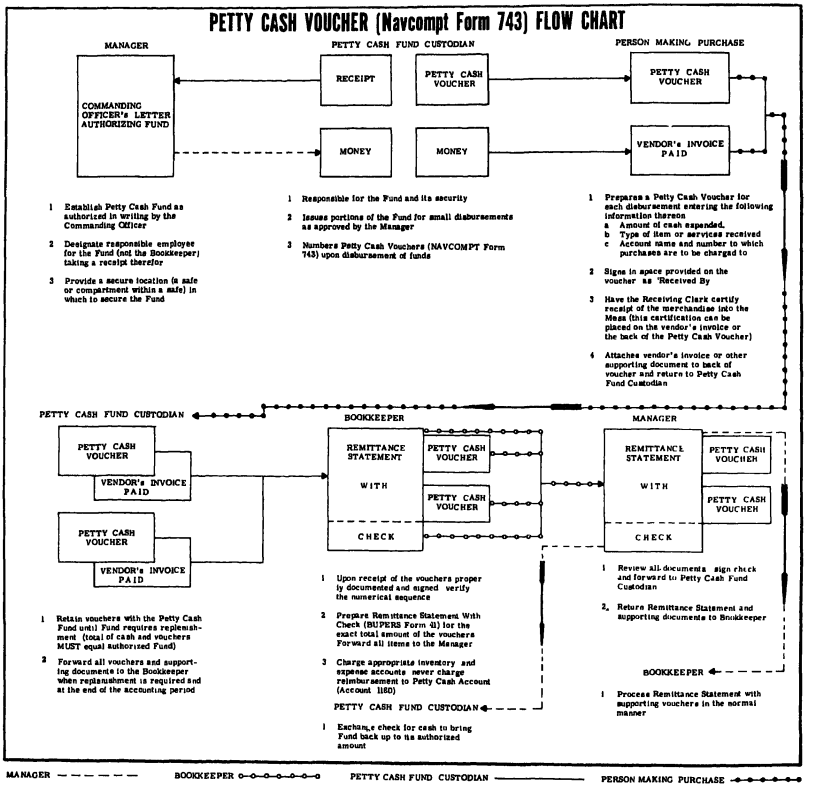
flow chart and the central change fund procedures are illustrated in figures 8-19 and 8-20.

ACTIVITY INCOME

The activity income consists of three types: cash receipts (includes checks and money orders as well as currency), charges (extension of credit by the bachelor quarters), and other forms of credit (bank credit cards, Bank Americard, and so forth). Receipts can take various forms· sales in various departments, receipts from collections for service charges, and rentals collections of accounts receivable. In most cases bachelor quarters income is received by persons designated as cashiers (such as CARD clerks). In the case of cash received through the mail, the person designated to receive the cash must be someone other than the bookkeeper.

CASH REGISTERS

Cash registers are mandatory under RAM-CAS. General procedures are described in


PETTY CASH VOUCHER (Navcompt Form 743) FLOW CHART
MANAGER
PETTY CASH FUND CUSTODIAN
PERSON MAKING PURCHASE
COMMANDING OFFICER's LETTER AUTHORIZING FUND
RECEIPT
PETTY CASH VOUCHER
MONEY
MONEY
PETTY CASH VOUCHER
VENDOR's INVOICE PAID
1 Establish Petty Cash Fund as authorized in writing by the Commanding Officer
2 Designate responsible employee for the Fund (and the Bookkeeper) taking a receipt therefor
3 Provide a secure location (a safe or compartment within a safe) in which to secure the Fund
1 Responsible for the Fund and its security
2 Issues portions of the Fund for small disbursements as approved by the Manager
3 Numbers Petty Cash Vouchers (NAVCOMPT Form 743) upon disbursement of funds
1 Prepares a Petty Cash Voucher for each disbursement entering the following information thereon
a Amount of cash expended.
b Type of item or services received
c Account name and number to which purchases are to be charged to
2 Signs in space provided on the voucher as "Received By
3 Have the Receiving Clerk certify receipt of the merchandise into the Mess (this certification can be placed on the vendor's invoice or the back of the Petty Cash Voucher)
4 Attaches vendor's invoice or other supporting document to back of voucher and return to Petty Cash Fund Custodian
PETTY CASH FUND CUSTODIAN
BOOKKEEPER
MANAGER
PETTY CASH VOUCHER
VENDOR's INVOICE PAID
PETTY CASH VOUCHER
VENDOR's INVOICE PAID
REMITTANCE STATEMENT WITH CHECK
PETTY CASH VOUCHER
PETTY CASH VOUCHER
REMITTANCE STATEMENT WITH CHECK
PETTY CASH VOUCHER
PETTY CASH VOUCHER
1 Retain vouchers with the Petty Cash Fund until Fund requires replenishment (total of cash and vouchers MUST equal authorized Fund)
2 Forward all vouchers and supporting documents to the Bookkeeper when replenishment is required and at the end of the accounting period
1 Upon receipt of the vouchers properly documented and signed verify the numerical sequence
2 Prepare Remittance Statement With Check (BUPERS Form 4) for the exact total amount of the vouchers Forward all items to the Manager
3 Charge appropriate inventory and expense accounts never charge reimbursement to Petty Cash Account (Account 1160)
PETTY CASH FUND CUSTODIAN
1 Exchange check for cash to bring Fund back up to its authorized amount
1 Review all documents sign check and forward to Petty Cash Fund Custodian
2 Return Remittance Statement and supporting documents to Bookkeeper
BOOKKEEPER
1 Process Remittance Statement with supporting vouchers in the normal manner
MANAGER
BOOKKEEPER
PETTY CASH FUND CUSTODIAN
PERSON MAKING PURCHASE

125.42

Figure 8-19.—Petty cash voucher flow chart.

NAVSO P-3520 for safeguarding funds in the cash register. Specific procedures required by the central accounting system are covered below.

Each cashier is provided a change fund from the Central Change Fund. Sales are recorded on the register and the cash is deposited in the cash drawer and the drawer must be closed after each sale. Daily, upon completion of the cashier's scheduled working period, the cashier counts the receipts, prepares applicable parts of a Daily Activity Record (NAVCOMPT Form 2211), and either turns in receipts and the Daily Activity Record to a person designated by the BQ officer or manager or deposits them in a night depository type of safe as directed. In those instances where daily receipts cannot be turned in at the close of the business day, the NAVCOMPT Form 2211 and the receipts must be delivered the following workday before the opening of the day's business. The BQ officer or manager designates a safe place where these receipts may be kept overnight.

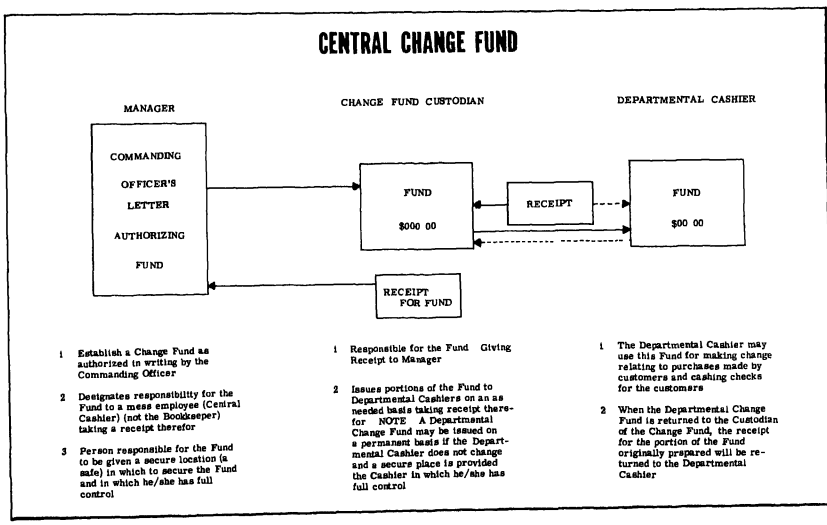
The central cashier either receives the receipts and the NAVCOMPT Form 2211 from the individual cashier or obtains them from the night depository safe. The receipts must be verified and appropriate certification must be recorded on the Daily Activity Record. This form must be forwarded to the person designated to read the register.

A person designated by the BQ officer (generally the bookkeeper and never the individual cashier, but may be the central cashier at a small activity) must read the register upon completion of the cashier's scheduled working period in all cases before another cashier may use the register. The tape should be removed from the register, folded, and attached to the Daily Activity Record. The register readings and appropriate certifications should be entered on the NAVCOMPT Form 2211.

SALES SLIPS OR RECEIPTS

The sales slip is used to record the item purchased for cash or charge.

When sales slips are used, they must be prenumbered serially, and must be in the custody of a person, other than the cashier, designated by the BQ officer or manager. These slips are issued to sales personnel and each slip is accounted for.


CENTRAL CHANGE FUND
MANAGER
CHANGE FUND CUSTODIAN
DEPARTMENTAL CASHIER
COMMANDING OFFICER'S LETTER AUTHORIZING FUND
FUND $000 00
RECEIPT
FUND $00 00
RECEIPT FOR FUND
1 Establish a Change Fund as authorized in writing by the Commanding Officer
2 Designates responsibility for the Fund to a mess employee (Central Cashier) (not the Bookkeeper) taking a receipt therefor
3 Person responsible for the Fund to be given a secure location (a safe) in which to secure the Fund and in which he/she has full control
1 Responsible for the Fund Giving Receipt to Manager
2 Issues portions of the Fund to Departmental Cashiers on an as needed basis taking receipt therefor NOTE A Departmental Change Fund may be issued on a permanent basis if the Departmental Cashier does not change and a secure place is provided the Cashier in which he/she has full control
1 The Departmental Cashier may use this Fund for making change relating to purchases made by customers and cashing checks for the customers
2 When the Departmental Change Fund is returned to the Custodian of the Change Fund, the receipt for the portion of the Fund originally prepared will be returned to the Departmental Cashier

125.43

Figure 8-20.—Central change fund.

The patron's signature must be recorded on a sales slip (produced locally) or a cash register receipt for service charges. These slips or receipts represent cash and are safeguarded in a like manner. Each cashier totals charge slips or receipts and enters the total in the appropriate space on NAVCOMPT Form 2211. The central cashier verifies the total charge sales by ensuring that they agree with the charge slips attached to the activity report. The charge slips are then turned over to the accounts receivable bookkeeper.

Credit cards are handled in a manner similar to the service charge sales except that the total of the charges is recorded on a credit draft or invoice (furnished by the credit agency). The patron's credit card is used to imprint the necessary identification and the patron will sign the draft or invoice. The cashier verifies the signature with that on the credit card. These drafts or invoices are forwarded as directed by the credit card agency and must be recorded as charges on the Daily Activity Record.

CHARGE AND CREDIT CARDS

The use of a nationwide credit card is authorized in BQ operations. Before selecting a particular credit card system, bids must be solicited from responsible nationally recognized firms. Charge and credit cards are used to reduce the amount of cash handling at activities and to afford patrons the privilege of paying for their service charges on a monthly basis.

DAILY ACTIVITY RECORD

The Daily Activity Record (NAVCOMPT Form 2211) is used to record all income, and, when properly used, creates a built-in internal control system that protects the income cash assets of the BQ.

All entries on the Daily Activity Record (fig. 8-21) must be made in ink. No corrections can be made to lines 1 through 6; if errors are made on these lines, the cashier either destroys the form or if locally required, voids and surrenders the erroneous form and prepares a new one. Authorized corrections may be made by drawing a single line through the error and entering the correct amount immediately above Corrections should be made only by the person making the original and they must be initialed.

All individual cashiers responsible for receiving cash and charges must record the required information on the Daily Activity Record upon completion of the assigned work schedule and turn the cash and the NAVCOMPT Form 2211 in to the designated person. The person designated to receive the cash and charges enters the required additional information on the NAVCOMPT Form 2211, and then computes cash overage or shortage.

The preparation of the Daily Activity Record (NAVCOMPT Form 2211) should be completed as follows.

The cashier does these tasks:

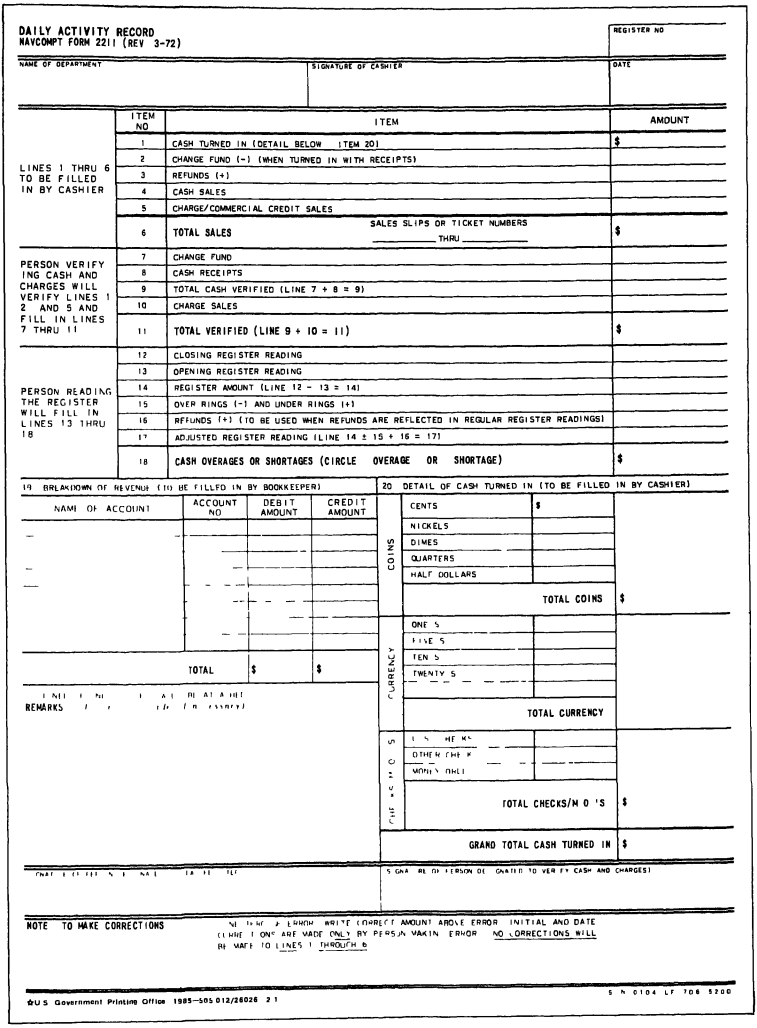
1. Records register number, number of department (service charges, sundry store, rental charges), signature of cashier, and date along top of the form.
2. Counts cash and records breakdown in section 20 in lower right portion of the form.
3. Records cash turned in on line 1, change fund on line 2 (if turned in with receipts), refunds and paid outs on line 3, cash sales on line 4, amount of charges on line 5, and total sales (cash plus charges) on line 6. Refunds and paid outs must be supported by authorized slips and vouchers attached to the Daily Activity Record. Lists inclusive sales slips or ticket numbers on line 6.
4. Enters pertinent remarks (such as number of patrons, supporting documents attached) in the REMARKS section in the lower left portion of the form.

Person designated to verify cash and charge receipts (not individual cashier) acts as follows:

1. Verifies in presence of the cashier or third party the change fund (if turned in with receipts) and cash receipts. Fills in lines 7 and 8, and computes line 9 (line 7 plus line 8). Line 9 should equal line 1; line 8 should equal line 1 minus line 2; line 7 should equal line 2.
2. Verifies charge sales slips and credit card sales slips as shown on line 5, and records this amount on line 10.
3. Records total certified on line 11 (line 9 plus 10 equals line 11).
4. Signs in the appropriate space on lower right-hand corner of the form.

Person designated to read and verify register tapes (not individual cashier but may be central cashier at small activity) completes the following:

1. Reads register, removes tape, and advances tape so readings will not be visible to cashier.



DAILY ACTIVITY RECORD
NAVCOMPT FORM 2211 (REV 3-72)

REGISTER NO

NAME OF DEPARTMENT | SIGNATURE OF CASHIER | DATE

	ITEM NO	ITEM	AMOUNT
LINES 1 THRU 6 TO BE FILLED IN BY CASHIER	1	CASH TURNED IN (DETAIL BELOW ITEM 20)	$
	2	CHANGE FUND (-) (WHEN TURNED IN WITH RECEIPTS)	
	3	REFUNDS (+)	
	4	CASH SALES	
	5	CHARGE/COMMERCIAL CREDIT SALES	
	6	TOTAL SALES — SALES SLIPS OR TICKET NUMBERS _____ THRU _____	$
PERSON VERIFYING CASH AND CHARGES WILL VERIFY LINES 1 2 AND 5 AND FILL IN LINES 7 THRU 11	7	CHANGE FUND	
	8	CASH RECEIPTS	
	9	TOTAL CASH VERIFIED (LINE 7 + 8 = 9)	
	10	CHARGE SALES	
	11	TOTAL VERIFIED (LINE 9 + 10 = 11)	$
PERSON READING THE REGISTER WILL FILL IN LINES 13 THRU 18	12	CLOSING REGISTER READING	
	13	OPENING REGISTER READING	
	14	REGISTER AMOUNT (LINE 12 - 13 = 14)	
	15	OVER RINGS (-) AND UNDER RINGS (+)	
	16	REFUNDS (+) (TO BE USED WHEN REFUNDS ARE REFLECTED IN REGULAR REGISTER READINGS)	
	17	ADJUSTED REGISTER READING (LINE 14 ± 15 + 16 = 17)	
	18	CASH OVERAGES OR SHORTAGES (CIRCLE OVERAGE OR SHORTAGE)	$

19 BREAKDOWN OF REVENUE (TO BE FILLED IN BY BOOKKEEPER)

NAME OF ACCOUNT	ACCOUNT NO	DEBIT AMOUNT	CREDIT AMOUNT
TOTAL		$	$

REMARKS

20 DETAIL OF CASH TURNED IN (TO BE FILLED IN BY CASHIER)

COINS	CENTS	$
	NICKELS	
	DIMES	
	QUARTERS	
	HALF DOLLARS	
	TOTAL COINS	$
CURRENCY	ONE S	
	FIVE S	
	TEN S	
	TWENTY S	
	TOTAL CURRENCY	
CHECKS/M O 'S	U S TREASURY	
	OTHER CHECKS	
	MONEY ORDERS	
	TOTAL CHECKS/M O 'S	$
	GRAND TOTAL CASH TURNED IN	$

(SIGNATURE OF CASHIER)

(SIGNATURE OF PERSON DESIGNATED TO VERIFY CASH AND CHARGES)

NOTE TO MAKE CORRECTIONS — IN EVENT AN ERROR IS MADE, WRITE CORRECT AMOUNT ABOVE ERROR. INITIAL AND DATE CHANGE. ONLY ONE ERROR MAY BE MADE ONLY BY PERSON MAKING ERROR. NO CORRECTIONS WILL BE MADE TO LINES 1 THROUGH 6

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Figure 8-21.—Daily Activity Record.

2. Enters ending register reading on line 12, the beginning register reading on line 13, and the difference between lines 12 and 13 on line 14. This amount represents the total revenue as indicated by cash register readings.

3. Verifies overrings and underrings and enters the amount on line 15.

4. Verifies refunds and paid outs and enters the amount on line 16.

5. Enters on line 17 the adjusted register reading (line 14 plus or minus line 15 plus line 16).

6. Records on line 18 the cash overage or shortage, and circles the word *overage* or *shortage* whichever is applicable.

7. Folds and attaches register tape to the form.

8. Signs in the appropriate space on lower left-hand corner of the form.

The bookkeeper performs these tasks:

The bookkeeper fills in item 19 (BREAKDOWN OF REVENUE), recording the accounts (name, number, and amount) affected by the transactions depicted in the sections previously filled out. The information in item 19 represents the accounting entries that show the sale activity at that particular cash register. Debits must equal credits in item 19 in order to be correct. This information will later be transferred to the Daily Activity Record Summary.

DAILY ACTIVITY RECORD SUMMARY

The Daily Activity Record (DAR) Summary (NAVPERS Form 7010-11) is sent to RAMCAS as a summary of the day's earnings. It is prepared from the detailed income information found in the BREAKDOWN OF REVENUE block (item 19) of each Daily Activity Report. The DAR Summary is usually prepared daily. The DAR Summary may be put off until cash totals over $100 or until the first business day following a holiday or weekend. A DAR Summary must be prepared the first business day following the end of the month. Until deposited, cash should be kept in a safe.

The following detailed information will help you complete a DAR Summary. Before beginning, you will need the following items:

- Daily Activity Reports (DARs) with item 19 completed
- Copies of sales slips, register tapes, and other supporting documentation
- Copy of previous day's DAR Summary

The specific steps (see fig. 8-22 for locations of circled letters below) of preparation are as follows:

1. Prepare preliminary information

   (A) At the top of the form, enter the activity name and address, activity number, and consecutive report number (begin with 001 at start of fiscal year).

   (B) Enter the date the funds were earned or received by the operational department (if more than 1 day is summarized, enter the last day being reported).

   (C) In REMARKS section, state the days the DAR Summary covers.

2 Enter debits.

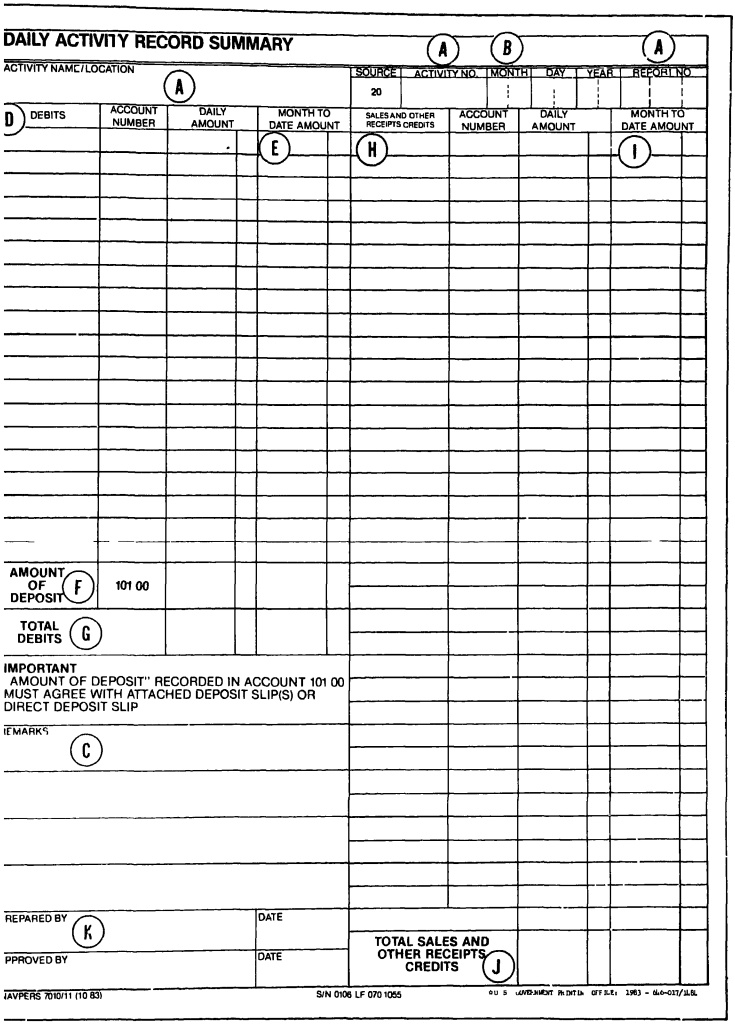
   (D) On this line, enter debit account name, account number, and daily amount totaled from the individual DARs.

   (E) Calculate month-to-date amount by adding daily amount to month-to-date amount found on previous day's DAR Summary

   Enter month-to-date amount in MONTH-TO-DATE AMOUNT column (except the first DAR Summary of the month, when daily and month to date are the same)

   (F) Enter amount of debit to Concentration Bank Account (101-00) from item 19 of DARs If debit amount doesn't agree with deposit slip(s), RAMCAS will enter amount of deposit slip(s).

   (G) Total daily amounts and enter on TOTAL DEBITS line. Repeat for month-to-date amounts.



DAILY ACTIVITY RECORD SUMMARY

ACTIVITY NAME/LOCATION (A)

SOURCE	ACTIVITY NO. (A)	MONTH (B)	DAY	YEAR	REPORT NO. (A)
20					

(D) DEBITS	ACCOUNT NUMBER	DAILY AMOUNT	MONTH TO DATE AMOUNT (E)
AMOUNT OF DEPOSIT (F)	101 00		
TOTAL DEBITS (G)			

SALES AND OTHER RECEIPTS CREDITS (H)	ACCOUNT NUMBER	DAILY AMOUNT	MONTH TO DATE AMOUNT (I)
TOTAL SALES AND OTHER RECEIPTS CREDITS (J)			

IMPORTANT
AMOUNT OF DEPOSIT" RECORDED IN ACCOUNT 101 00 MUST AGREE WITH ATTACHED DEPOSIT SLIP(S) OR DIRECT DEPOSIT SLIP

REMARKS (C)

PREPARED BY (K) DATE

APPROVED BY DATE

NAVPERS 7010/11 (10 83) S/N 0106 LF 070 1055

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Figure 8-22.—Daily Activity Record Summary.

3. Enter credits.

   (H) On this line, enter credit account name, number, and daily amount totaled from the individual DARs.

   (I) Calculate month-to-date amount by adding daily amount to month-to-date amount found on previous day's DAR Summary.

   Enter month-to-date amount (except the first DAR Summary of the month, when daily and month to date are the same).

4. Total and sign.

   (J) Total daily amounts and enter on TOTAL SALES AND OTHER RECEIPTS CREDITS line. Repeat for month-to-date amounts.

   (K) Sign DAR Summary and send original and duplicate with copies of validated deposit slip(s) and original DARs to manager to obtain approval.

5. Distribute documents.

   a. To RAMCAS in next transmittal envelope, send the following. original DAR Summary and the bank validated duplicate deposit slip(s) (stapled to front, lower left of DAR Summary with deposit amount visible).

   b. To local DAR Summary file, place the following: duplicate DAR Summary, duplicate DARs with all supporting documents, and triplicate of bank validated deposit slip(s)

PURCHASING

The Purchase Order, NAVCOMPT Form 2213 (fig. 8-23) must be used under the central accounting system for all purchases of merchandise, operating supplies, services, equipment, and furnishings made from commercial sources (vendors) except for purchases paid from the petty cash fund. In certain instances where orders are placed with the vendor by telephone, a confirmation five-part Purchase Order (NAVCOMPT Form 2213) should be annotated "Confirming—Do not duplicate this purchase." Purchase orders are not used when purchasing merchandise from naval supply system sources. Requisitioning documents are prescribed by local supply activities.

The BQ officer or other person specifically authorized in writing to be the purchasing agent is responsible for purchasing all merchandise, operating supplies, and services for the activity. Only the BQ officer (BQ civilian manager, if the position of BQ officer has been eliminated) may purchase either equipment, furnishings, or services that will be recorded as fixed assets. The person designated as purchasing agent should not be authorized to receive such merchandise, operating supplies, equipment, and furnishings. The commanding officer establishes a monetary limit that the bachelor quarters officer or other specifically authorized purchasing agents can expend at one time for a specific purpose without his prior and specific written approval.

Purchases on the installment plan are not authorized Rental purchase, lease/purchase condition sales, and time contracts are not authorized.

Figure 8-23 illustrates NAVCOMPT Form 2213. Instructions on its preparation and distribution are shown on the form.

DISBURSEMENTS

Payment of all vendors' bills, supply activities' invoices, salaries and wages must be made by check drawn against the Concentration Bank Account The only exceptions are payments for small purchases out of petty cash funds, and payments made out of authorized Payroll Imprest or Foreign Currency Imprest Bank Accounts.

PROCEDURE FOR PAYMENT OF VENDORS

Upon receipt of the vendor's bill (original invoice), the bookkeeper of your activity does the following

1. If merchandise has not been received, attaches the bill to the blue copy of the Purchase Order (NAVCOMPT Form 2213) until the certified green copy indicating receipt of merchandise is received. At the end of each month a review should be made of unmatched vendor invoices/ statements that will ascertain if (a) material has

PURCHASE ORDER
NAVCOMPT FORM 2213 (5 PT) (10-71)

ACTIVITY NO	DATE	PURCHASE ORDER NO

FROM	TO	DELIVER TO

GENTLEMEN Being governed by instructions hereon, please enter our order for the following

QUANITY	DISCRIPTION		UNIT	UNIT PRICE	AMOUNT
	1. Enter name, address, and zip code of vendor in space provided at top of form.				
	2. Enter date order is placed in space on the right at top of form.				
	3. Enter quantity ordered, description of item or service to be provided, the unit, unit price, and the total cost of that item on the lines provided in the middle of the form.				
	4. Enter date required in space near bottom on left side of form. (It is important that this date be entered to prevent merchandise arriving too late to be used.)				
	5. Enter terms desired in the space provided on the same line as date required; for example, "Net 10 days EOM" when bills will be paid by 10th of the following month.				
	6. Enter desired method of delivery in the "Via" block; for example, FOB, your truck, prepaid air freight, FOM NYC Railway Express, will pick up our truck, etc.				
	7. Sign and distribute copies. Endorsements at the bottom of the Purchase Order (on the green and yellow copies only) will be completed by the receiving clerk and the bookkeeper, as indicated thereon.				
	DISTRIBUTION OF COPIES				
	After completing the five part Purchase Order (NAVCOMPT Form 2213), the original (part 1) is sent to the vendor. The blue copy (part 2) is forwarded to the bookkeeper who maintains an "Open Order File" in numerical sequence. The green and yellow copies (with carbon paper intact) (parts 3 and 4) are forwarded to the person designated in writing by the Treasurer to receive the merchandise, operating supplies, equipment, or furnishings, where an "Open Order File" is maintained by vendor's name until delivery by the vendor. The pink copy (part 5) is retained and filed in numerical sequence for reference purposes.				

F.O.B. POINT	DELIVERY TIME	VIA	SIGNATURE OF AUTHORIZED REPRESENTATIVE

BILLING INSTRUCTIONS

A Separate invoices must be rendered for each order

B Do not pack invoice with merchandise and mail under separate cover

C Transportation charge, when applicable, must be added to invoice

D Full name and address of this activity and Purchase Order No. must appear on all documents accompanying shipment relative to delivery of the order

E SEE REVERSE OF THIS SHEET FOR OTHER INSTRUCTIONS

NOTE NONCOMPLIANCE WITH THESE INSTRUCTIONS WILL RESULT IN RETURN OF INVOICE AND DELAY PAYMENT

NOTE NOTIFY US IMMEDIATELY IF UNABLE TO COMPLETE ORDER BY REQUIRED DATE

PART 1 VENDOR COPY

125.46

Figure 8-23.—Purchase Order, NAVCOMPT Form 2213.

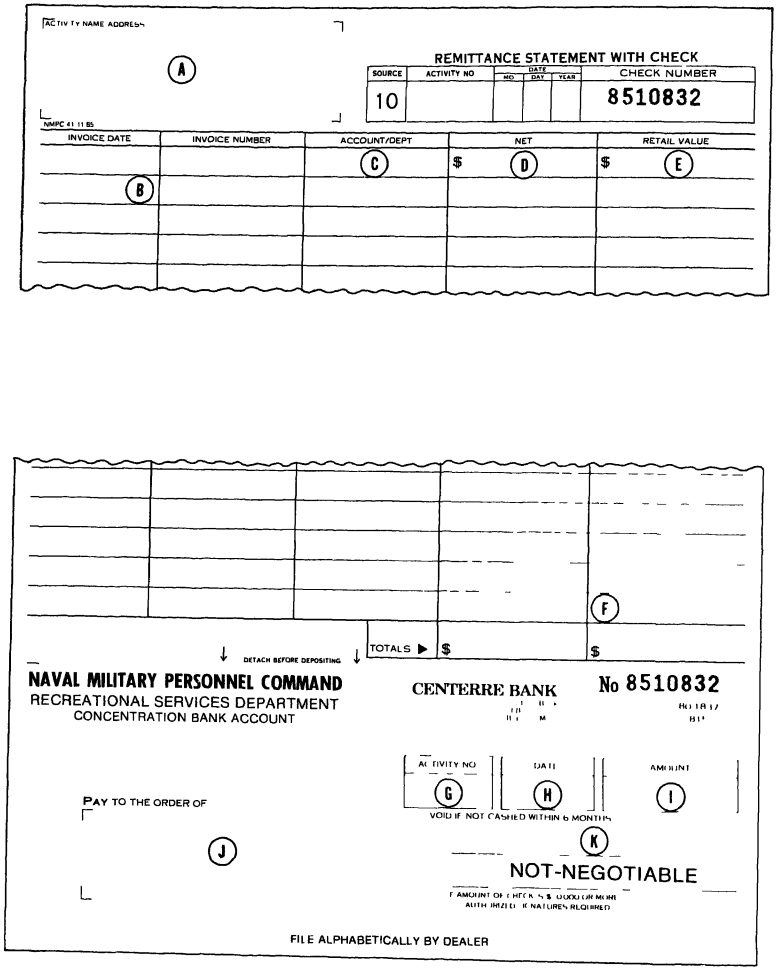


Figure 8-24.—Remittance Statement with Check, NMPC Form 41.

125.51

been received; (b) there is a breakdown in receiving; or (c) the item has been misappropriated.

2. If merchandise has been received, withdraws the green copy of the purchase order with vendor's delivery slip or invoice copy from the pending receipt of vendor's bill file and compares the vendor's bill as to quantity ordered and received, unit price, extension, and terms of payment.

3. If vendor's bill and green copy of purchase order match, attaches them together and places them in a tickler file according to the date payment should be made. If vendor's bill and purchase order do not agree, determines status of open items or variance. Local procedures should be developed to handle partial shipments.

4. When payment becomes due, prepares a Remittance Statement with Check (NMPC Form 41) as shown in figure 8-24. Completes the second certification on the green copy of purchase order in the spaces provided at the bottom. Stamps each invoice "PAID" and writes the date and check number on the invoice.

5. Submits all copies of the Remittance Statement with Check and all supporting documents to the treasurer or other person designated to sign checks.

No check should be signed unless accompanied by the appropriate supporting documents, marked "PAID," and has the correct date and check number posted thereon

PREPARATION OF REMITTANCE STATEMENT WITH CHECK (RSWC)

The Remittance Statement with Check (NMPC Form 41) should be prepared as follows (see fig 8-24 for locations of circled letters below)

1 Complete header section

Ⓐ Complete header information on remittance portion.

Full name and mailing address of activity (no abbreviations allowed)

Five-digit activity number

Date (check and Remittance Statement must have same date)

2. Complete remaining sections of remittance portion.

Ⓑ Enter invoice information: date and number.

Ⓒ Enter account or department numbers affected by receipt of goods.

Ⓓ Enter net amount to be paid to vendor on this invoice.

Ⓔ REC only: enter retail value for resale inventory accounts 151-XX.

NOTE: Repeat B through E for each invoice to be included on this check.

Ⓕ Total NET column and enter figure. REC only: also RETAIL column and enter figure.

3. Prepare check portion.

Ⓖ Enter activity number.

Ⓗ Enter date (must be the same as on Remittance Statement).

Ⓘ Enter amount of total in NET column from the Remittance Statement. This should be shown in figures with the dollar sign immediately preceding the figures, such as $625.90.

Ⓙ Enter the name and mailing address of payee.

4 Verify that information on the check is correct

a If there are no errors, proceed to step 5.

b If there is an error in the check, it must be voided and a new check issued. Follow the procedure below

(1) In ink, write "VOID" in the amount space of the check and all copies, and cut the signature block from the check.

(2) Forward original and yellow copy to RAMCAS.

(3) Retain remaining copies at activity.

(4) Repeat steps 1-3 to issue a new check.

5. Signatures.

   Ⓚ Obtain signature authorized for the activity. Checks written for more than $20,000 must have two authorized signatures.

6. Annotate subsidiary records.

   a. Concentration Bank Account record

   b. As required, post on budget record

   c. Taxes payable

   d. Other accounts payable

7. Obtain authorizing signature.

   a. Prepare supporting documents as applicable.

      (1) REC only: stamp green copy of purchase order, invoice, and delivery tickets "PAID."

      (2) Non-REC only: fill in green copy of purchase order with RSWC number and date, and initial as preparer

      (3) Stamp petty cash vouchers "PAID"

   b. Send all copies of RSWC and all supporting documentation to the designated representative for authorizing signature You will receive back from the authorizer the green, pink, and yellow copies of the RSWC (you will not get back the original) and all supporting documentation.

8. File and distribute copies.

   a. File green copy of RSWC by check number in the RSWC file.

   b. File pink copy of RSWC, with supporting documents attached, by vendor name.

   c. Send yellow copy of RSWC to RAMCAS.

9. If an activity wishes to cancel a check after the duplicate (yellow) copy has already been forwarded to RAMCAS, but the original has not been distributed, follow these steps.

   a. Write "CANCELED" on all remaining copies and cut out the signature portion of the check.

   b. Forward the original copy to RAMCAS.

   c. File remaining copies at activity.

   d. If duplicate copy has been processed by RAMCAS, RAMCAS will prepare an adjustment voucher to reverse the entry and forward a copy of the voucher to the activity.

10. If an activity wishes to stop payment on a check already issued, follow these steps

    a. Send a written request to RAMCAS indicating the name of the payee, the check number, activity number, account numbers and amounts debited on the original check, the date, and the reason for stopping payment

    b RAMCAS may be notified by telephone in emergency situations A follow-up confirmation letter containing all of the above information must be sent

    c Overseas activities may use a naval message for notification

    d RAMCAS will make the adjusting entries caused by the stopped check

    e Only issue a replacement check after you have received from RAMCAS a copy of the General Journal Voucher reversing the stopped check. The replacement RSWC must bear the notation "Issued in replacement of stopped check number _____."

INVENTORIES

Properties and equipments (including fixed assets) located in the BQ should be recorded on a Property and Stock Record Card, NAVCOMPT Form 742 (fig. 8-25). A physical inventory of all property both capitalized and expended, including property acquired during September, must be taken annually. The inventory is to be taken during the month of September and completed by 30 September each year by an independent team (local audit and inventory board) appointed by the commanding officer.

DISPOSITION OF UNSERVICEABLE OR EXCESS PROPERTY

Property recorded on the Navy plant property records that has become unserviceable or excess to needs of the BQ should be returned to the appropriate accountable officer for disposition according to existing regulations.

Property procured with nonappropriated funds that has become unserviceable or excess to the needs of the BQ should be disposed of as follows:

- Used as a trade-in on a similar item; for example, TV sets

- Sold or transferred to another activity as directed by the area coordinator

- If not desired by another BOQ within reasonable shipping distance and if it is deemed unfit for redistribution, may be disposed of according to current instructions in *Navy Property Redistribution and Disposal Regulations*

DESCRIPTION	SERIAL NO	IDENTIFICATION NO
TELEVISION, COLOR 21 INCH	123456	4756683
ACQUISITION COST	DATE OF ACQUISITION	AGE AT ACQUISITION
500.00	30 July 1987	NEW

PROPERTY AND DEPRECIATION RECORD (NAVCOMPT FORM 742 (REV 7-74) S/N 0104-LF-700-7420)

REFERENCE	DATE	ESTIMATED LIFE	IMPROVEMENTS	TOTAL VALUE	DEPRECIATION TAKEN	TOTAL DEPRECIATION	BOOK VALUE
PO 120	7-30-87	10 yrs		$500.00	$4.16	$4.16	$500.11

ACCT. CLASS	LOCATION	MODEL NO
GENERAL EQUIP	MAIN BAR	LE0403
DESCRIPTION	SERIAL NO	IDENTIFICATION NO
TELEVISION, COLOR 21 INCH	123456	N-105

125.22

Figure 8-25.—Property and stock record card for a color television.

CERTIFICATION OF DISPOSITION OF EXCESS PROPERTY

Property must not be dropped from the property record until a Certificate of Disposition (NAVCOMPT Form 2212), figure 8-26, has been approved by the commanding officer or his designated representative. This form must be prepared for all property that has become unserviceable or is missing. Annotations should be made on the form indicating the cause of the present condition, and the substantiating documents, including custody receipts, should be attached to the form. In those cases wherein culpability is known or suspected, appropriate action must be taken to order an investigation concerning the property.

BACHELOR ENLISTED QUARTERS OPERATION

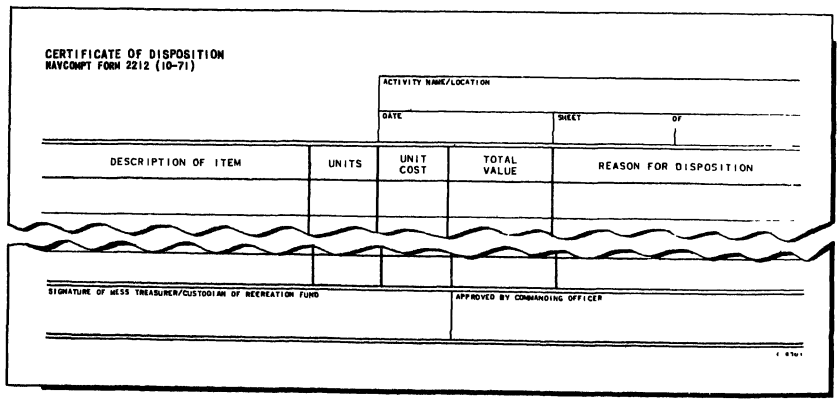
The criteria for assignment of enlisted personnel to bachelor enlisted quarters are in accordance with the following information.

BERTHING POLICY

Male and female enlisted personnel or comparable civilian employees may be assigned accommodations in the same facility, provided male and female areas can be isolated (that is, have separate entrances and exits). Normally a floor, unit, or wing of a facility, with a separate entrance, exit, and bath facilities should be designated for female enlisted personnel when sufficient requirements exist to designate or establish a separate facility.

UNIT INTEGRITY

In the interest of promoting improved BQ management, enhancing morale, reducing expenditures of BAQ/per diem dollars, and enabling commanding officer to better control their bachelor quarters assets, shore activities should develop and implement their bachelor quarters occupancy plan based primarily on the concept of unit integrity. Maintaining unit integrity means billeting the personnel of any one unit within the same general location (for example, in the same wing of a building or in the same building). However, where conflict arises between unit integrity and the requirement for the full utilization of bachelor quarters, utilization must come first according to the assignment criteria detailed in OPNAVINST 11013 1 Unit integrity berthing must be modified or suspended in instances where a large reduction in accommodations would occur


CERTIFICATE OF DISPOSITION
NAVCOMPT FORM 2212 (10-71)

ACTIVITY NAME/LOCATION

DATE

SHEET OF

DESCRIPTION OF ITEM	UNITS	UNIT COST	TOTAL VALUE	REASON FOR DISPOSITION

SIGNATURE OF MESS TREASURER/CUSTODIAN OF RECREATION FUND

APPROVED BY COMMANDING OFFICER

125.57

Figure 8-26.—Certificate of Disposition, NAVCOMPT Form 2212.

ADMIRAL ZUMWALT AWARD FOR BQ MANAGEMENT

The Secretary of the Navy established the Admiral Elmo R. Zumwalt Award for BQ Management as a means of recognizing those commands in which the operation of Navy bachelor quarters excel in providing responsible, well-managed, and habitable living conditions for naval personnel. Complete details of this award program are contained in OPNAVINST 11103.3.

The Admiral Zumwalt Award Program is sponsored by the Secretary of the Navy as a means of indicating the high degree of importance attached to the living conditions of Navy men and women.

The Chief of Naval Personnel administers the program, and provides suitable awards to be presented by the Secretary of the Navy to the two finalists in each of the following competitive categories: small and large BEQ management operations, and BOQ operations.

TRAINING

An effective training program in the management and administration of bachelor quarters is vital to establishing and maintaining proper standards. Before making any person responsible for a task, be sure he knows how to perform it correctly Training takes time and patience, but it pays off, and failure to train can be costly.

On-the-job training is used primarily for teaching skills, and may be the best method for teaching complex operations. It is usually accomplished under informal conditions and with small groups In bachelor quarters' training situations, it should take place where the job is actually performed

Ideally, on-the-job training should be preceded by more formal classroom training to give the trainee a thorough grounding in the subject matters Lectures or lecture-demonstrations may be used to familiarize the trainee with the basic operations and to develop the proper trainee attitudes If the preliminary training is adequate, the on-the-job training can progress quickly to more advanced skills.

BACHELOR QUARTERS MANAGEMENT SCHOOL

The Chief of Naval Education and Training (CNET) has established the bachelor quarters management class C school at the Naval Technical Training Center (NATTC), Memphis, Tennessee. The school is 3 weeks in length and is listed under course number A-800-0021 in the *Catalog of Navy Training Courses*, NAVEDTRA 10500. The purpose of the school is to provide prospective BQ managers with the principles of management and organization necessary to provide efficient operation and maintenance of BEQs and BOQs, thereby enhancing living conditions for bachelor military personnel. An NEC 3524 will be awarded if you successfully complete the course. The school's curriculum includes the following:

- Orientation
- Principles of management and organization
- Occupancy criteria and eligibility
- Facility maintenance and custodial services
- CARD procedures
- Procedures for maintaining supplies and equipment
- Safety and security
- Inspections
- Administration of contracts and funds
- Budget planning
- Search and seizure procedures

BACHELOR QUARTERS MANAGEMENT ASSISTANCE/ INSPECTION TEAM

The Chief of Naval Personnel has established the Bachelor Quarters Management Assistance/ Inspection Team (MAIT) which is located in Washington, DC. The team consists of highly qualified senior Mess Management Specialist personnel who are especially trained to help commands improve BQ management so that living conditions may be improved and operational costs reduced. The team will visit each command approximately every 3 years.

The team will normally conduct the visit in the following manner:

- Introduction—meet the commanding officer, BQ officer, and staff

- Inspection phase—examine every facet of the quarters operation including the living areas, CARD, CLASS, and the relationships with other command departments

- Training—the team provides training to the quarters staff tailored to the command's needs

- Point-by-point brief—the BQ officer is briefed in detail regarding the team's findings during the inspection phase

- Exit brief—the commanding officer is briefed on the highlights of the team's findings and recommendations, plus the training conducted

These procedures may be modified to meet local conditions, but the team will always strive to conduct the visit with the smallest possible disturbance to the command's routine.

CNMPC (N-671) will provide a written report of the findings and recommendations of the MAIT to the host command's major claimants. The host command will advise CNMPC in writing of actions taken on the recommendations, will keep copies of the recommendations and actions taken, and will provide copies of both to the inspectors on subsequent command inspections

PUBLICATIONS

The following list contains some of the most important publications that would be useful in setting up a training program:

- OPNAVINST 11103.1, *Adequacy, Assignment, and Occupancy of Navy Bachelor Quarters*

- OPNAVINST 11103.2A, *Bachelor Quarters Annual Inventory and Utilization Data Reporting*

- OPNAVINST 11103.3, *Bachelor Quarters Management Manual*

- NAVFAC MO-125, *Custodial Services Manual*

- NAVPERS 15159, *Manual for Mess Ashore, chapter IV*

- NAVSO P-3520, *Financial Management Policies and Procedures for Morale, Welfare and Recreation Programs*

- NAVEDTRA 10119-B, *Navy Customer Service Manual*

- NAVEDTRA 10268-A, *Mess Management Specialist 1 & C*

- NAVEDTRA 10267-A1, *Mess Management Specialist 3 & 2*

CHAPTER 9

SPECIAL FEEDING OPERATIONS

There are times when you may go ashore as a member of a landing party. In this case, you will probably either be provided with meals off the ship or be provided with operational-type rations for the period ashore. However, you should be prepared to provide food for the assault troops ashore since you may be assigned to an amphibious or a naval mobile construction battalion. A landing party consisting of 100 personnel usually has 2 or 3 Mess Management Specialists assigned.

A minimum of 3 days' supply of combat rations, normally consisting of the meal, ready to eat (MRE) variety, is carried by each detachment of a battalion. The basis for issue is one ration consisting of three meals per day. After the initial stage of the assault, the battalion may set up field kitchens to feed its own personnel. Under these circumstances, B rations are used. The standard B ration consists of semiperishable foods The B ration is designed to feed the shore party during operations when organized feeding facilities are available but only semiperishable food items are obtainable At such times as this, as soon as perishable supplies are available, every effort should be made to substitute perishable supplies for the B rations.

Some questions you will be able to answer after reading this chapter are as follows·

- What are the major factors in selecting a kitchen layout?
- What type of terrain is best suited for constructing a root cellar?
- How far from the kitchen area should the soakage pit be located?
- What is the purpose of the oil cup on a swinging food box?
- What equipment is required for a field kitchen?

FIELD KITCHEN LAYOUT

The general area in which the personnel will be fed will normally be determined by the shore party commander. But it may be necessary for you, as the leading Mess Management Specialist, to recommend that a particular site be selected.

There are a number of things to look for when you pick a site. If there is danger of bombing or other enemy action, select a location that provides good natural cover and is well shielded from observation. High, dry ground near a slope that provides good drainage is desirable. A good water supply should be nearby, with an access road for kitchen traffic only, if possible. Your galley should be located as far as possible from the heads. A layout for a rear area feeding situation is shown in figure 9-1

WATER SUPPLY

All water in the field should be regarded as contaminated until it is proved to be potable by bacteriological analysis It may become contaminated during distribution and storage. All untreated water is considered unsafe until approved by a medical representative. During the initial phase of amphibious operations, each unit may carry its own water or depend on a local supply. The local supply of water must be disinfected and placed in sterilized lyster bags or canteens The responsibility for the adequacy and safety of the water under these conditions also falls largely on the unit medical officer. However, you should be familiar with chapter 5, "Water Supply Ashore," of the *Manual of Naval Preventive Medicine*, NAVMED P-5010-1 This chapter discusses in detail the following: water supplies, sources of water, water analysis, standards and purification of water, and also discusses the *Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32A, in case medical personnel are not available. Remember that none of the methods of disinfecting water

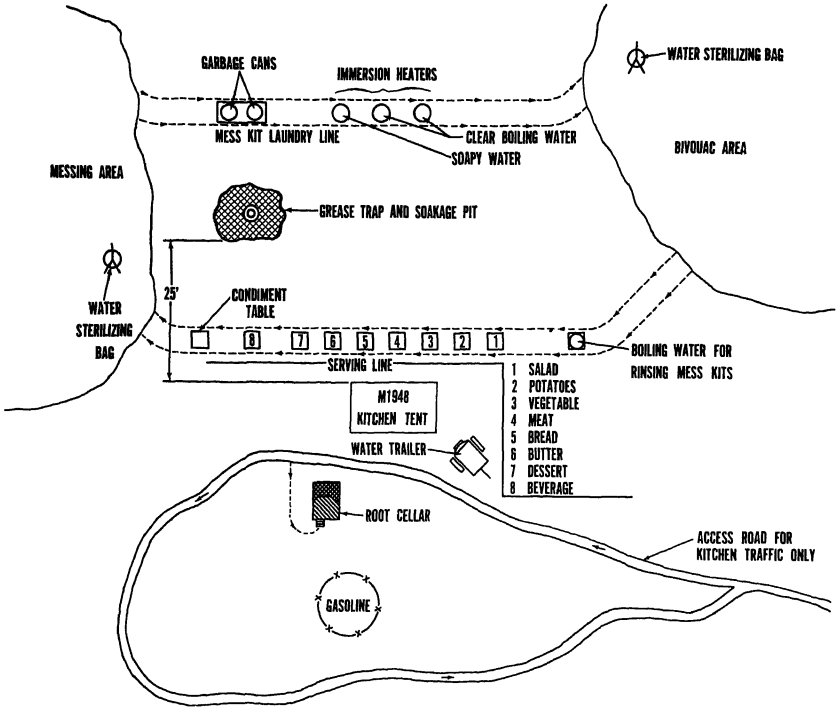


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Figure 9-1.—Rear area layout for field feeding.

contained in these publications destroys radioactive substances or chemical poisons.

QUALITY OF GROUNDWATER

GROUNDWATER—which is water from springs or wells—is usually better than SURFACE WATER—which is water from rivers, streams, lakes, and ponds. When it is necessary to use water from a surface source, take it from a point well above and away from sewer outlets. Avoid places where refuse drains into a river, stream, or lake, and oily shore areas where wastes and drainage may make the water unpalatable or unfit for use. Always choose the clearest water possible; the clearer the water, the easier it is to disinfect and the better it appears. Clearness, however, is no guarantee of safety. All surface water must be treated.

When you use water from a ground source, such as wells or springs, be sure that it is located at a safe distance of 100 feet or more from sources of contamination, such as heads, septic tanks, cesspools, and sewers. In limestone ground formation, the distance may need to be much greater. Wells and springs should be constructed to exclude surface water and high groundwater infiltration. Well and spring sites should not be subject to flooding.

Water receptacles should be cleaned daily with boiling water or rinsed with a solution of potassium permanganate (1/3 of a teaspoonful of

potassium permanganate to 1 gallon of water). A solution of chlorinated lime (in the proportion of 1 part lime to 1,000 parts water) is also very good for this purpose. These solutions are harmless and provide more protection than the use of boiling water alone. When not in use, canteens should be emptied, dried, and cleansed with one of the above solutions. New cans and carts in which water is to be transported should be thoroughly steamed to remove coating, then superchlorinated and rinsed before they are filled with water for drinking purposes.

FOOD STORAGE

If you do not have mechanical refrigeration and the feeding facility is to stay in one place for several days or more, you must provide storage facilities

In temporary camps, you may place food in water containers and put these containers in springs or streams. For a short time, it is also possible to keep food items in the ground. This takes advantage of the insulating and cooling qualities of the moist earth beneath the ground surface and protects stored food from the elements Dig a hole; line it with burlap sacks and boards; then bury the food in the hole, and cover it with soil, straw, or leaves.

For small amounts of food, a food box, such as the one shown in figure 9-2, which is screened with wire or cloth netting and suspended from the branch of a tree, can be effective. The oil cup keeps insects from crawling down the wires to the box.

If the terrain is hilly and a location can be found that slopes upward at a sharp angle, you can construct a root cellar. The root cellar has one of the advantages of a mechanical walk-in refrigerator. It makes foods easier to handle, especially when the foods are in bulk, because the height of the root cellar permits personnel to carry foods in or out of the cellar without stooping or bending.

The size of the excavation will vary according to the storage space required. Once the excavation is complete, the sides must be reinforced and lined with waterproof material. The floor should be leveled and covered with dunnage and the entrance graded away. Heavy boards or logs may be used to form the roof, and then covered with a tarpaulin. Top ventilation must be provided by openings at the tops of the cellar sides. The entrance should be fitted with a door that is large enough to permit easy passage for personnel carrying food in the largest anticipated bulk. The door should be kept closed and covered with a canvas flap when it is not in use. The spaces between exposed logs or boards should be filled with wet earth.

When the terrain is flat or when you need more space, you can construct an underground food box. The simplest kind consists of a packing box and a hole dug to fit it. After the box has been lowered into the hole, shovel loose earth into the spaces between the outside walls and the sides of the hole and tamp it into a tight fit. Fashion the top of the box into a door and line the underside of the top with canvas or some similar material to help make it airtight (See fig 9-3)

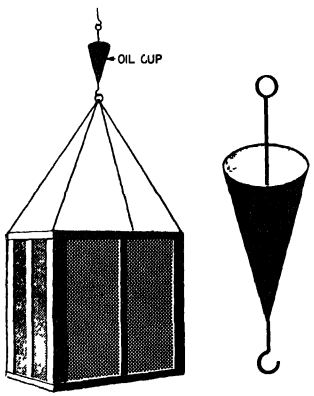

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Figure 9-2.—Swinging food box.

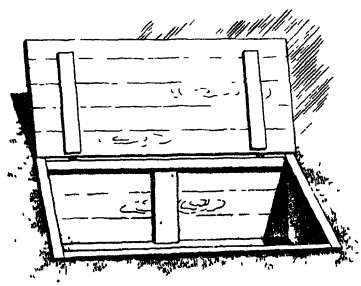

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Figure 9-3.—Underground food box.

To make a double-walled type of food box, use one large packing box and one that is slightly smaller. Drill holes in the bottom of the larger box and cover its outer walls with waterproof paper or some similar material. Convert the top into a door with hinges. Then dig the pit slightly larger than the box and fill the bottom with about 4 inches of stones or gravel. Next, sink the box into the pit so that the top is several inches below ground level. Place the smaller box inside of the larger one, allowing for a space of from 3 to 4 inches between the sides of the two boxes all the way around. Stuff sawdust, straw, or grass between the two boxes to serve as insulation. For best results, keep this material damp at all times. Camouflage the box, when necessary, by placing a wet blanket over it and covering the blanket with leaves.

The natural refrigeration provided by both the root cellar and the food box can be supplemented by the thawing of the frozen meats within the storage space. Frozen meats will help refrigerate other perishables during the period required for them to thaw. If ice is available, you can partition off one end of the food box to form an ice compartment.

COOKING EQUIPMENT

Normally, you will have either a gasoline field range outfit or a small detachment cooking outfit, plus immersion-type heaters for cans and tank trailers. These will make it possible for you to cook and maintain sanitary standards almost as well as you could in the galley aboard ship.

If you use emergency cooking facilities or equipment, remember that galvanized containers, such as pails and garbage cans, should not be used either for storage of liquids or for cooking any foods and beverages, particularly acid foods Such containers are coated with zinc, which dissolves on contact with food acids. Poisoning from this source can result in serious, sometimes fatal, illness. These containers may be used for storage of foods, such as flour, sugar, beans, and other bulk dry items.

FIELD RANGES

Gasoline field range outfits are the most satisfactory appliances available for preparing meals in the field. Models M59 and M1937 are currently being used by the armed forces. The operation, maintenance, and repair of Model M59 are covered in *Army Food Service Operations*, FM 10-23, chapter 9. (See fig. 9-4A for the M59 range and fig. 9-4B for the accessory outfit.) The Army technical manual *Range Outfit Field, Gasoline, with Accessory Outfit*, TM 10-71, outlines the operation, maintenance, and repair of the M1937 field range. One field range is adequate for 50 personnel or less. (See fig. 9-5A.) With two ranges, you can cook for 50 to 100 personnel and with three ranges, as illustrated in figure 9-5B, you can cook for as many as 225 people. With four field ranges, you can cook for 226 to 300 personnel.

The gasoline field range outfit is designed to provide a complete outfit adaptable to the different requirements of field operations. The outfit consists of a cabinet with a burner unit (see figs. 9-6A and B), accessory outfit and necessary cooking utensils (see fig. 9-4B). The outfit is portable and can be operated while in transit.

The range can be used for boiling, roasting, frying, and griddle cooking, and it can be adapted to work as a bake oven (See figs. 9-7A, B, and C.) Some baking can be done in the covered roasting pan or in the cake pan placed inside the covered roasting pan. Pies bake well in the roasting pan alone, but for all other baked foods, you should use the cake pan If you do a great deal of baking with the range, make the necessary adaptations For complete information on safety precautions, operating and maintenance instructions, basic issue items list, maintenance allocation charts, and so forth, refer to the applicable Department of the Army technical manual Be sure that you obtain a copy of the manual with the range and that the range model and TM model correspond

The following sections discuss the operation of the burner unit used on the Model M59 field range.

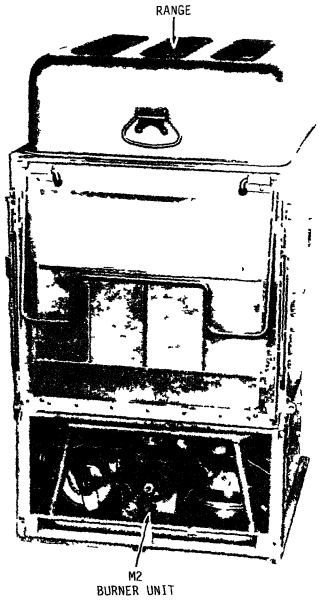
Preheat Period

The procedure listed below must be followed when you are lighting the M2 burner unit, which is installed in the Model M59 field range (See fig. 9-6B)

1. Remove the burner unit from the cabinet and take it to an outside area

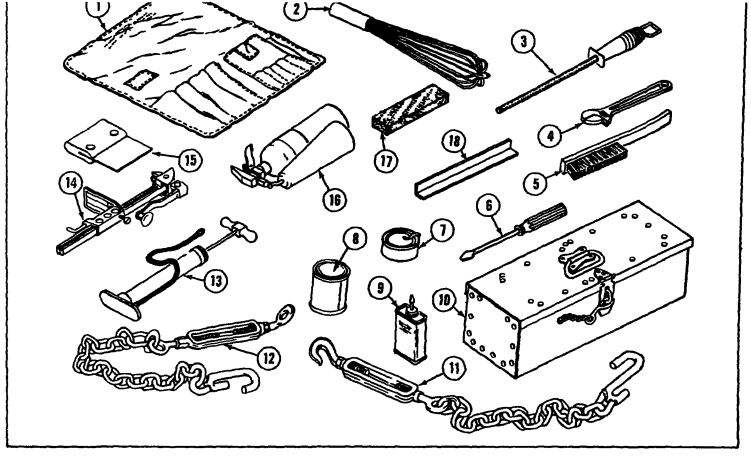
2 Close the preheater 3 and generator 1 valves.

3 Stand the unit in a vertical position and loosen the fuel filler cap 12 by turning counterclockwise, slowly releasing air pressure.



90.86

Figure 9-4A.—M59 field range.



1. Cutlery roll
2. Egg whip
3. Butcher's steel
4. Wrench
5. Wire brush
6. Screwdriver
7. Lid of graphite can
8. Graphite (antiseize compound)
9. Lubricating oil
10. Chest tool
11. Chain, tie-in, left
12. Chain, tie-in, right
13. Pump
14. Can opener
15. Scraper
16. Fire extinguisher
17. Sharpening stone
18. Burnerhead slot cleaner

90.87

Figure 9-4B.—Accessory outfit for M59 field range.

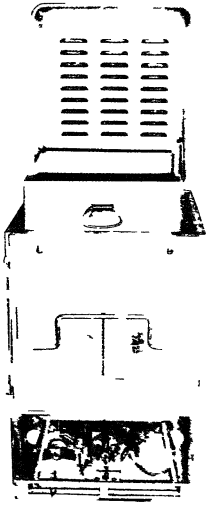


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Figure 9-5A.—Field ranges

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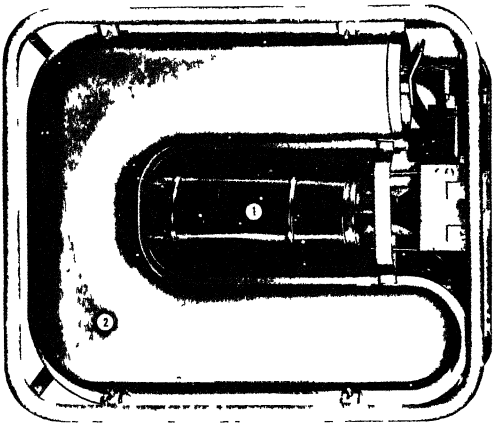
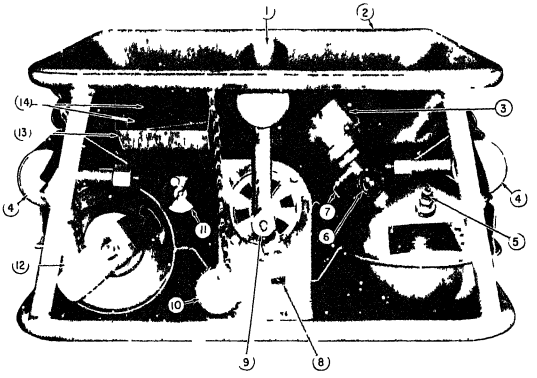
Figure 9-5B.—Field ranges.



1. Preheater shield 2. U-shaped tank

90.90

Figure 9-6A.—Burner unit.



1. Generator
2. Top shield
3. Preheater burner head
4. Spare generator
5. Air valve
6. Preheater valve
7. Preheater orifice cleaner control lever
8. Air shutter handle
9. Flame valve
10. Flame valve knob
11. Air pressure gauge
12. Filler cap
13. Mirror
14. Burner head

90.91

Figure 9-6B.—Burner unit parts.

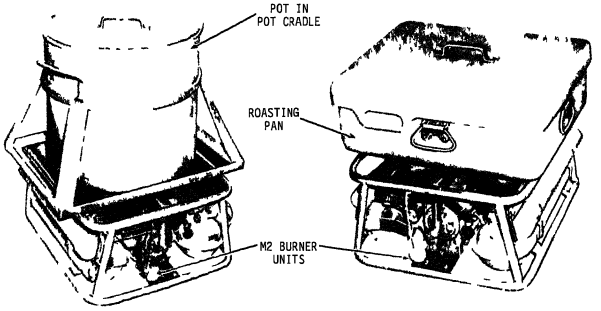


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Figure 9-7A.—Boiling and roasting units.

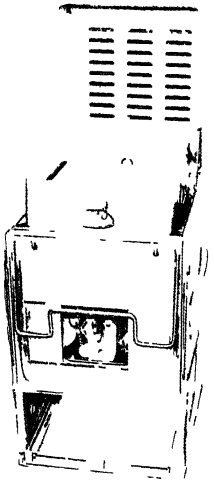

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Figure 9-7B.—Baking unit.

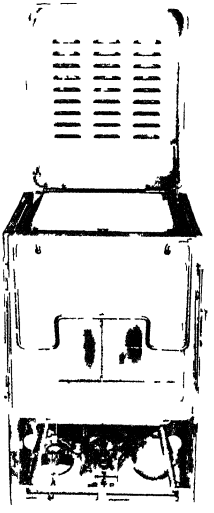

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Figure 9-7C.—Frying and griddle unit.

4. Fill the tank until fuel can be seen at the base of the filler cap 12. (CAUTION: Do not overfill!)

5. Install and tighten the fuel filler cap 12.

6. Remove the air valve cap 5. Place the unit in a horizontal position and attach the hand pump to air valve 5.

7. Pump until the gauge 11 reads 10 to 20 pounds.

8. Rotate the preheater orifice cleaner control lever 7 several times to clean the preheater orifice; the handle should be pointing down when you are finished.

9. Place a lighted match near the preheater burner head 3 and open the preheater valve 6 one-fourth turn.

10. Allow the preheater burner head 3 to burn for 30 seconds after ignition or until flame burns evenly; then turn the preheater valve 6 counterclockwise until it is completely open.

11 Allow the preheater burner head 3 to burn until the full length of the generator 1 is hot to the touch

12 Set the air shutter handle 8 in a half-open position

Conversion Period

Turn the flame valve 9 slowly counterclockwise to the open position. The burner should ignite before the valve is completely open. Adjust the air shutter level with the air shutter handle 8 until the burner flame color is sea green. Turn the preheater valve 6 clockwise. The normal operating pressure is 10 to 20 pounds Do not operate in excess of 30 pounds!

Turning Off Burner Unit

Extinguish the flame on the main burner by closing the flame valve 9 (clockwise) all the way.

Safety Precaution

Observe the following safety rules.

1 Do not refuel a hot unit

2. Do not remove air pressure while the unit is burning or hot

3 Do not open filler cap 12 while in the vicinity of open flames.

4. Keep a check on the air pressure gauge at all times. Ensure that someone is assigned this responsibility.

5. Do not operate beyond 30 pounds pressure.

6. Do not tighten fittings while the burner is in operation.

SMALL DETACHMENT COOKING OUTFIT

The small detachment cooking outfit consists of a stove and the necessary attachments and utensils required to prepare rations for 15 to 40 personnel. The outfit is designed primarily for out-of-door use by isolated detachments. If it is used indoors, a smokestack provided with the outfit must lead outside to avoid carbon monoxide poisoning. The outfit is divided into two sections that weigh approximately 40 pounds each and may be easily carried on two packboards. A 5-gallon can, which completes the necessary equipment, may be carried on a third packboard.

The Army technical manual *Army Food Service Operations*, TM 10-23, contains the minimum information necessary for the successful operation of the immersion-type heater for corrugated cans and tank trailers. Be sure you obtain a copy of this technical manual with the immersion heater.

The instructions contained in chapter 7-10 of the TM 10-23 manual refer only to the corrugated can heater and cover two models, the new standard model and the old standard model

The immersion-type heater for corrugated cans is used primarily to heat water for washing and sanitizing dinnerware and cooking utensils in the field. It is designed to heat water in either 24- or 32-gallon corrugated cans. In cold climates, the heater can be used for melting snow or ice into water and also to keep existing water supplies from freezing In extreme emergencies, the heater may be used on a survival basis to heat a tent or other shelter, provided the exhaust fumes are piped out of the enclosed space

Gasoline is the prescribed fuel. Although kerosene, diesel oils, and fuel oils may be burned in the heater, they produce more smoke and require a longer preheating period. A full tank of gasoline (2 2 gallons) should run the heater 6 hours under normal operating conditions. However, if the unit is allowed to run continuously at a high fire rate, a tank of gasoline may be consumed in less than 4 hours.

Part 2 of the technical manual contains the minimum information necessary for the successful operation of the tank trailer immersion water heater. It presents general information, such as description and tabulated data, as well as operating and maintenance instructions. The

instructions cover the two models designated new standard model and old standard model.

The tank trailer water heater is designed for use in cold climates to keep water supplies from freezing. It can be used to heat water in 250- and 400-gallon water tank trailers and in a 700-gallon water tank truck. In an extreme emergency, it can be used on a survival basis to heat a tent or other personnel shelter, provided the exhaust fumes are piped out of the enclosed space. Fuel requirements and capabilities of the heater are identical to those of the corrugated can heater.

IMPROVISED STOVES

Any large metal container, such as a washtub, can easily be made into a stove. It is only necessary to provide an opening for tending to the fire and the bottom draft and to make a chimney at the top. A tin can with both ends removed makes a good chimney.

A surprisingly efficient gasoline stove can be made from two cans. The outer can, a No. 10 can, is pierced with nail holes from the top to within about 1 1/2 inches from the bottom. Clean sand is then put into the can filling it up to the level where the holes begin. The sand is then saturated with gasoline. The inner can, which may be any type of can of smaller size, is punctured with holes in the body and top, and then placed in the center of the larger can, top up. The nail holes furnish a draft and upward direction of heat. If no better way is available, you can set up a makeshift cooking arrangement by suspending a long green pole, (preferably one that has not dried out) between two upright supports. The kettle of food can then be suspended directly over the flame or pushed to the side to keep warm.

DISPOSING OF WASTE

As leading Mess Management Specialist in the field, you will be faced with the disposition of waste materials. Garbage is best disposed of by burying or burning. To bury garbage, dig a trench 4 feet deep or more, dump the garbage into the pit, pack it down in layers, and cover the exposed layer with a few inches of dirt each day. When you abandon the garbage site, cover it with a minimum of 2 feet of mounded earth.

To incinerate garbage, you must first remove all excess moisture. The crosstrench incinerator provides one of the best methods of burning garbage. To construct such a trench, dig two trenches 8 feet long, 1 foot wide, and 1 foot deep, which will cross at their centers The bottom of each trench should taper up to the level of the ground toward the ends. A grate made of a piece of scrap iron or pipe about 24 inches long is built over the centers. At the intersection of the trenches, build a coal or wood fire, and when the fire has become hot enough, rubbish or drained garbage may be added as fuel. This incinerator functions best if three of the four sides of the trenches are blocked off, with the open side facing into the wind.

This type of crosstrench fire can be used for cooking as well as incinerating. Two cross-trenches provide sufficient cooking facilities to prepare meals for 100 people and six of them provide sufficient cooking facilities to prepare meals for 500 people.

To dispose of cans, either wash them and use them as substitutes for cooking and eating utensils, or open both ends, flatten them, and bury them with the garbage. Glass jars can also be used as substitute eating utensils. When disposing of glass jars, break them up and bury them with the garbage.

Liquid wastes such as grease, except any usable grease or waste fat that can be used for cooking, may be burned or buried with the garbage Other wastes are best disposed of in the soakage pit This pit should be located at a minimum of 25 feet from the kitchen area

COMBAT RATIONS

In the heat of battle it may be impossible to prepare ANY food for a long period of time That's where the meal, ready to eat (MRE) fits in Once field kitchens have been set up, B operational rations can be used The standard B ration for the armed forces is composed of about 100 semiperishable foods which support a 10-day menu. When issued and prepared in quantities indicated in NAVSUPINST 10110 6A, standard B rations for the armed forces will provide nutrients necessary to maintain health and operational efficiency of active personnel in most climates.

B OPERATIONAL RATIONS

The B rations are designed for large group feedings when cooking facilities are available, but the lack of refrigeration facilities makes it impossible to provide perishable food items.

The B ration includes canned meats, fish, poultry, fruits, vegetables, dehydrated vegetables, bakery mixes, powdered fruit-flavored beverage bases (fortified with vitamin C), instant dessert powders, jams and jellies, macaroni, cereals, nonfat dry milk, dehydrated eggs, coffee, tea, cocoa, dehydrated soups, etc.

The *Standard "B" Ration for the Armed Forces*, NAVSUPINST 10110.6A, contains general information, a list of standard B ration items, standard B ration menus, water requirements for standard and alternative menus, recipes and related data, and requirements for 1,000 rations.

The following consists of a typical menu of three meals for 1 day, taken from the *Standard "B" Ration for the Armed Forces*:

TYPICAL MENU

THIRD DAY

BREAKFAST

Grapefruit and Orange Juice (F-3)
Hominy Grits (D-6)
Griddle Cakes (B-5) with Hot Maple Syrup
Bacon (G-1)
Bread
Margarine
Blackberry Jelly
Peanut Butter
Coffee (A-2)
Cocoa

LUNCH

Chili Macaroni (G-29)
Buttered Peas (J-13)
Peach & Cottage Cheese Salad (H-4)
Corn Bread (B-3)
Margarine
Fruit Cocktail Pudding (C-17)
Sugar Cookies (C-8)
Coffee (A-2)
Tea
Cherry Beverage (A-1)

DINNER

Beef Noodle Soup (I-1) W/Crackers
Scalloped Ham and Potatoes (G-33)
Vegetable Medley (J-22)
Bread
Margarine
Devils Food Cake (C-1) with Vanilla Icing (C-3)
Coffee (A-2)
Tea
Orange Beverage (A-1)

Recipes for recipe card numbers shown on this menu are included in the *Standard "B" Ration for the Armed Forces*. NAVSUPINST 10110.6A.

COMBAT MEALS

The MRE is designed to be used when the tactical situation is so unstable that not even feeding in small groups is possible and no kitchen facilities are available. The combat meal may be eaten either hot or cold and is packaged so that it can be carried by the individual. If possible, and depending upon the tactical situation, one-burner stoves, heating tablets, or improvised methods may be used to heat the ration.

Each meal consists of several components. Twelve meals are packed in each shipping container. A typical menu is beef stew, fruit mix (dehydrated), crackers, peanut butter, cherry nut cake, cocoa beverage powder, and an accessory packet containing coffee, cream substitute, sugar, salt, chewing gum, matches, and toilet paper. Each meal contains about 1,215 calories. Three meals comprise a day's ration.

This ration is intended for limited use only and should not be used for periods longer than necessary. The ration must meet stringent stability requirements, and this limits the number of food items that are usable. Repeated use of the limited menus available will soon lead to monotony, lowered acceptability, and eventually, to refusal by the personnel to eat certain components or even the whole ration. The danger that this attitude, if sufficiently widespread, could present during a combat situation is apparent

FOOD PREPARATION AND COOKING

When food is prepared and served in a field kitchen, procedures used in a galley aboard ship should be followed as closely as possible Safety standards must be stressed Place emphasis on portion control in serving since the supply of food may be limited to the actual needs of the troops to be fed. You will be expected to plan your work so that there are no delays in the serving line.

Food must be provided in forms as familiar and as acceptable to the group to be fed as possible. Salads made with meats, fish, poultry, or potatoes should not be prepared as they are very susceptible to contamination, which leads to food-borne illness. Meat and poultry dressings are not recommended; meats should be cooked beyond the medium stage of doneness. (Pork is

always cooked well-done, as are other white meats.) Cream fillings, cream sauces, creamed meats, custards, and raw (unpasteurized) milk should not be used. Hashes, croquettes, meat pies, and ground meats are readily susceptible to contamination and should be served promptly, if they are used. Again, remember the rule: keep hot foods hot and cold foods cold.

It has been found that in an emergency the easiest and fastest things to prepare are sandwiches, and in combination with a hot soup or a nutritious hot beverage, they provide an excellent meal. When feasible, instant coffee should be used in special feeding operations. The sandwich fillings in the following list are some of those least subject to contamination or spoilage:

Peanut butter	Frankfurter and mustard
Plain roast beef	Bacon and peanut butter
Cheese, American or Swiss	Corned beef and pickle relish

SANITATION

Because of limited facilities in a combat area, the use of proper sanitary measures cannot be overemphasized. Every precaution must be taken to see that food does not become infected and that utensils do not become contaminated. Personal hygiene measures must be enforced rigorously.

A corrugated can of boiling water should be placed at the head of the serving line so that dinnerware and trays can be predipped Predipping will partially sterilize utensils and, in cold weather, will give them a desirable warmth.

FIELD DISHWASHING

The field dishwashing unit consists of three corrugated cans placed in line to form a battery. As many such batteries may be used as needed to handle the flow of traffic during the meal period. Additional cans may be used for garbage and waste and a second rinse. The recommended battery is made up as follows:

First Can	Garbage waste
Second Can	Contains prewash warm water, detergent, and a long-handled scrub brush attached. Change the prewash water as frequently as necessary to avoid carry-over of grease and food particles into the rest of the system.
Third Can	Contains hot water '(120°F to 140°F) with an adequate amount of detergent so that washing is accomplished quickly and adequately. This can should have a long-handled scrub brush attached.
Fourth Can	Contains actively boiling water for first rinse.
Fifth Can	Contains actively boiling water for second rinse

One battery will accommodate 80 people

After washing the utensils thoroughly in the wash cans, immerse them for a total of 30 seconds in the two rinse cans When the rinse water is actively boiling, this procedure will achieve sanitation Hot water is the preferred method of sanitization, but chemicals may be used

After the battery has been secured, scrub the cans thoroughly, flush them, and invert to allow complete draining and drying Mark each can for its designated use This will aid in restricting use of each can to the one purpose for which it is intended

For complete information on field dishwashing and sanitization, refer to the *Manual of Naval Preventive Medicine*, NAVMED P-5010-1, and the *Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32A. Because of the apparent health hazards that are ever present in these areas, you must be familiar with the contents of these publications.

HANDWASHING FACILITY

The handwashing facility has the advantage of being both simple and sanitary. You may have to use this method in the field if there are no other means available. To construct one, you would need the following:

- Two No. 10 tin cans or other metal containers for water, with bails and tilt handles
- One length of iron rod, pipe, or wood from which to suspend the cans
- Six lengths of wood to form tripods, with cord or wire for taping

First, erect the tripods Then put bails and tilt handles on the cans and suspend the cans on the pole and tie them to it. Then place the pole on the tripods. (The area below the cans should be filled with sand or gravel so that the water from the cans will drain off and not form a mud puddle.)

When you are ready to use the unit, fill one can with soapy water and the other with a disinfecting solution consisting of 1 ounce of any ordinary household laundry bleach to 2 gallons of water. Each person using it should first pour the soapy water over his hands and then rinse them with the disinfecting solution. You should provide single-service paper towels for each person or else insist that the hands be air dried to prevent reinfection If you provide single towels, provide a trash can as well

PEST CONTROL

Sanitary precautions include measures to destroy pests and prevent their breeding The two most important types of pests for you to control are flies and rodents

Flies

In areas where flies are present in large numbers, special care must be taken The housefly breeds in excrement of human beings and animals as well as decomposing vegetable and animal matter. Disease organisms are carried on the feet of the fly to food and utensils. The fly takes only liquid foods and regurgitates to dissolve solids, causing further contamination.

Great care should be taken to prevent access of flies to food utensils, kitchens, and feeding areas. In a permanent camp, all areas that attract flies should be well screened. It should be a standard operating procedure that the galley be screened before hot food is prepared in it. Screens should have a mesh of 18 wires to the inch, which also keeps out mosquitoes. In a semipermanent camp, screening may be impractical; consequently, dependence must be placed upon cleanliness and insectproof containers.

In the absence of metal screening, mosquito netting, target cloth, or similar material may be used to flyproof tents, galleys, storage areas, and so forth. Leaking screens (especially cracks around the screen door) frequently convert a building into a flytrap; that is, flies are able to enter the building but unable to make an exit. Screen doors should be made to open outward and should be in direct sunlight, when practical. Fly breeding in human excreta is particularly dangerous; thus, whenever possible, latrines should be carefully flyproofed.

The substances that may be used to kill the adult fly are often extremely poisonous. For example, malathion 3% is a poison primarily affecting the central nervous system, but it can cause damage to other tissues and organs as well. Thus, the use of these substances is the responsibility of the medical officer, as is the use of measures to prevent breeding of flies. But it is up to you to keep flies off the food in the galley and feeding areas When flies are present, food servers should keep covers on serving containers except when they are actually placing food on trays.

Use traps or flyswatters freely. Sticky flypaper can be made by heating castor oil (5 parts by weight) and powdered resin (8 parts) until the resin is dissolved Don't boil this solution. Apply it to glazed paper while it is still hot or paint it on iron hoops or wire strands Wires so painted should be cleaned and recoated every 2 or 3 days.

Rodents

The rodent is an ever-present menace to operations in the field. Such rodents as rats, mice, and ground squirrels are reservoirs for plague, endemic typhus, tularemia, and many other debilitating diseases. When operations become more stable and permanent and semipermanent camps are established, the additional hazard of the destruction of material must be considered. The distribution of rodents may be considered universal, hence, the problem of their control is faced during operation in any geographical location.

Rodent control is the responsibility of the medical officer, but the proper handling of food and the prompt disposal of trash and garbage are essential and lie within your domain. Food supplies should be stored on elevated platforms. If possible, all food stores should be packaged in ratproofed containers. When buildings are used, all doors should be self-closing and tight-fitting. All other openings in excess of 1/2 inch should be closed with a material resistant to gnawing rodents or screened with 1/2-inch mesh hardware cloth. The *Manual of Naval Preventive Medicine*, NAVMED P-5010-1, has additional information on the destruction of rodents.

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